

DIMENSION BID



SLICKLINE SERVICES DEVELOPMENT PLAN

SSA I > SSA II PROMOTION BOOKLET

FULL NAME:	
JOINED DATE:	
CONFIRMATION DATE:	
REGION:	
DIVISION:	
CONTROL DATE:	

DIMENSION BID



SSA I Control Process

Congratulations for making it this far in your career with Dimension Bid. SSA I is the next step in your career development with more challenging jobs. In addition to having technical expertise in all SLS services, a SSA I is expected to have good knowledge and understanding in various aspects of the Company's business.

SSA I expectations are set according to your location's requirements, but below you will find some guidelines as minimum requirements to help you succeed in the process.

The path for SSA I to prepare for SSA II control will be:

- 1 Perform at least:
 - i. Sea Offshore Trips (at least 3 different job types) – List of job refer to Para 6.3 a. Slickline Personnel Competency Matrix, items no 40 – 59.
 - ii. Conduct 1ea Technical Presentation (preferably at DB KL Office)
 - iii. Conduct 1ea x HSSE SQ Presentation OR 1 HSE Contribution Activity
 - iv. Conduct 3ea In-house Training (1xPCE, 1xSurface Equipment, 1xTools)
 - v. Submit 1ea UAUC/day while offshore
- 2 Complete the following paperworks:
 - i. SLS-FORM-143: SLS CMS Senior Slickline Assistant I Promotion Booklet
 - ii. SLS-FORM-149: SLS CMS Job Track Record
 - iii. SLS-FORM-150: Slickline Assistant Workbook (for new hire)
 - iv. SLS-FORM-13 : Slickline Assistant Performance Assessment Feedback
 - v. Senior Slickline Assistant I Training & Exam Module
 - vi. HR-FORM-09 : Performance Appraisal & Development Plan

Note:

- 1 The HSSE presentation need not be self-developed. You can use presentation from supplier or any other sources.
- 2 When preparing for the presentaton, please expect questions from your audience. The presentation needs to demonstrate your full understanding in HSSE & SQ
- 4 During the Technical presentation you are expected to demonstrate your knowledge and understanding in Surface Equipment, Slickline DHT, Slickline Job Type and Challenges & Lesson Learnt etc.
- 5 For the In-house training, you are expected to demonstrate your expertise in the subject matter. The training topic / module will be assigned to you based on SLS Training Plan for the year. The content need not be self-developed, you may use any available training materials on the subject matter. Training evidences such as form HR-FORM-12 Attendance Form and form HR-FORM-03 Course Evaluation Form are to be submitted to ND Training Coordinator via SLS Training Administrator, a copy of each is to be kept in your Promotion Booklet as evidence
- 6 Your presentation slides for both the Technical presentation and the In-house Trainings are to be submitted to ND Training Coordinator via SLS Training Administrator
- 5 Target audiences for the presentation are Slickline Operators or Support Role at your Location. The management will evaluate the presentation and sign-off your control sheet.

Upon completion of the above requirement, please handover the complete package to your FSM who will then evaluate your eligibility for promotion together with OM for Management approval.

SENIOR SLICKLINE ASSISTANT I EVALUATION SHEET SLICKLINE SERVICES

SENIOR SLICKLINE ASSISTANT I DETAILS

FULL NAME

SENIORITY DATE

REGION

DIVISION

UNIT/SECTION

LOCATION

CONFIRMATION DATE

Please tick (✓) at the relevant box the Competency Level of the Senior Slickline Assistant I (L1-Awareness, L2-Basic, L3-Skilled, L4-Broad, L5-Full Understanding)

SAFETY	L1	L2	L3	L4	L5	ASSESSED BY	DATE	QUALITY	L1	L2	L3	L4	L5	ASSESSED BY	DATE
DB HSE Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	QMS & ISO knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
Risk Assessment and Hazard Identification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	DB Quality Policy & Objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
Field Safety and PTW Familiarization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	DB Slickline Procedure and SOP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>

Custodian Name and Position Custodian Signature/Date

SERVICE QUALITY	L1	L2	L3	L4	L5	ASSESSED BY	DATE	SERVICE QUALITY	L1	L2	L3	L4	L5	ASSESSED BY	DATE
Basic Knowledge of Slickline Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	Slickline Job Preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
Tools and Equipment Handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	Post-job Preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>

Custodian Name and Position Custodian Signature/Date

PERSONAL QUALITY	L1	L2	L3	L4	L5	ASSESSED BY	DATE	PERSONAL QUALITY	L1	L2	L3	L4	L5	ASSESSED BY	DATE
Learning Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	Field Operations Readiness Status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
Time Discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	Stress Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
Command/Instruction Handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	Communication Skills - Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
Self Confident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	Communication Skills - Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>

Custodian Name and Position Custodian Signature/Date

MANAGEMENT / ADMINISTRATION	L1	L2	L3	L4	L5	ASSESSED BY	DATE	MANAGEMENT / ADMINISTRATION	L1	L2	L3	L4	L5	ASSESSED BY	DATE
Inventory Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	Inspection Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
Materials Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	Slickline Job Reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>

Custodian Name and Position Custodian Signature/Date

MANAGER'S COMMENTS *Specify the candidate main strong points and development areas*

CANDIDATE'S COMMENTS *Add comments about the support you have received from your tutor/location*

RECOMMENDED FOR NEXT POSITION ? YES NO Remark : If NO, please submit e-mail to FSM and specify details here.

CANDIDATE'S SIGNATURE	INSTRUCTOR'S SIGNATURE	MANAGER'S SIGNATURE	DATE

DIMENSION BID

SENIOR SLICKLINE ASSISTANT I TECHNICAL EVALUATION SHEET

SLICKLINE SERVICES

SENIOR SLICKLINE ASSISTANT I DETAILS

FULL NAME				SENIORITY DATE	
REGION	DIVISION	UNIT/SECTION	LOCATION	CONFIRMATION DATE	

TECHNICAL EVALUATION

Please tick (✓) at the relevant box the Competency Level of the Senior Slickline Assistant I
(L1-Awareness, L2-Basic, L3-Skilled, L4-Broad, L5-Full Understanding)

GENERAL	L1	L2	L3	L4	L5	MAINTENANCE - ADVANCE	L1	L2	L3	L4	L5
Reservoir & Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unit/P.Pack/Winch (ASEP/SOP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Operation Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspection Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Well Head Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Command & Instruction Handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Generator/Air Compressor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						Fishing Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Custodian Name and Position	
Custodian Signature/Date	

Custodian Name and Position	
Custodian Signature/Date	

WIRELINE - ADVANCE	L1	L2	L3	L4	L5	OPERATION - BASIC SLS	L1	L2	L3	L4	L5
Slickline Service Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tubing Clearance Job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mast and Hoisting System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Zone Change Job (plug, SSD, SS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Well Completion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gas Lift Job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Down Hole Tool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tubing Integrity Test Job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Setup Surface Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data Acquisition Job (SGS, GLV, Dummy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Custodian Name and Position	
Custodian Signature/Date	

Custodian Name and Position	
Custodian Signature/Date	

Operation	L1	L2	L3	L4	L5	Operation	L1	L2	L3	L4	L5
Logging/Perforating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Braided line PCE operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skill Troubleshooting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Braided line PCE maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Custodian Name and Position	
Custodian Signature/Date	

Custodian Name and Position	
Custodian Signature/Date	

DIMENSION BID

INSTRUCTOR'S COMMENTS			
CANDIDATE'S COMMENTS		<i>Add comments about the support you have received from your tutor/location</i>	
INSTRUCTOR		DIVISION MANAGER	
Recommend Promotion to Next Level?	Y <input type="checkbox"/> N <input type="checkbox"/>	Approve Promotion To Next Level ?	Y <input type="checkbox"/> N <input type="checkbox"/>
CANDIDATE'S SIGNATURE	INSTRUCTOR'S SIGNATURE	MANAGER'S SIGNATURE	DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SENIOR SLICKLINE ASSISTANT I EVALUATION CHECKLIST
SLICKLINE SERVICES

SENIOR SLICKLINE ASSISTANT I DETAILS

FULL NAME				SENIORITY DATE
REGION	DIVISION	UNIT/SECTION	LOCATION	CONFIRMATION DATE

SENIOR SLICKLINE ASSISTANT I CHECKLIST

Done prior to final submission to HR
 No Slickline Assistant Package will be processed by the HR if any of the points are missing.

TASK & REPORTS

- 5 x Offshore Trip (Please attach SLS-FORM-149 Job Track Record)
- 1ea x HSE SQ Presentation OR 1 HSE Contribution Activity
- Completed Senior Slickline Assistant Training & Exam Module
- Held 3ea x Inhouse Training (1x PCE, 1xSurface Equipment, 1xTool's)
- 1 ea UAUC per day (for every offshore trip) and signed by Safety Officer
- Completed Slickline Assistant Performance Assessment Feedback for for all jobs performed (refer Job Track Record)
- Completed Performance Appraisal & Development Plan

PAPERWORK

- Senior Slickline Assistant I Evaluation Sheet
- Senior Slickline Assistant I Technical Evaluation Sheet
- Job Tracking Record (Verified by FSM)
- HSE SQ Slide Presentation signed by Safety Officer
- Inhouse Training Module Slide Presentation signed by FSM or OM
- 1ea UAUC per day and signed by Safety Officer
- SLS-FORM-13 : Slickline Assistant Performance Assessment Feedback
- HR-FORM-09 : Performance Appraisal & Development Plan

VERIFICATION

I hereby verify that the above paperworks and documents above has been checked and confirmed true. I further certify that all information contained herein is true and accurate.
 I understand that any falsifying of any document above could result in disciplinary action and being denied access to Senior Slickline Assistant program in future.

PREPARED AND SUBMITTED BY

SIGNATURE
 NAME :
 POS :
 DATE :

DIMENSION BID

ENDORSEMENT

All check points listed above have been verified completed by myself or my delegates.

I Deem This Senior Slickline Assistant Candidate READY to be Promoted to Next Level

VERIFIED BY

AGREED BY

SIGNATURE

NAME :

POS :

DATE :

SIGNATURE

NAME :

POS :

DATE :

FOR HR USAGE

I hereby received this Senior Slickline Assistant package for processing

I deem this Senior Slickline Assistant Candidate READY to be promoted to Next Level.

RECEIVED BY

SIGNATURE

NAME :

POS :

DATE :