

# 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.

|                       |                                |
|-----------------------|--------------------------------|
| <b>NAME</b>           | <b>MOHD YANI BIN MOHD AZMI</b> |
| <b>DATE OF JOIN</b>   | <b>DECEMBER 2012</b>           |
| <b>CONTACT NO.</b>    | <b>011-39109091</b>            |
| <b>RECEIVED DATE</b>  |                                |
| <b>DATE COMPLETED</b> | <b>10/06/2024</b>              |

**D. SUPERVISORY**

Legend: C-Competent, NME-Need More Exposure

| Document No.  | Supervisory Quality   | Assessment / Verification | Competency |          | Assessment Date |
|---|---|---------------------------|------------|----------|-----------------|
|   |   |                           | C          | NME      |                 |
| Form D.1  | <b>LEAD AND MAINTAIN A MOTIVATED AND PRODUCTION SITE TEAM</b>   |                           |            |          |                 |
|   | 1. How do you lead and maintain a motivated Team on site? Give example.<br>* Be friendly with the crew.<br>* Cooperate with team member.<br>* Work with positive serounding.<br>* Good listener if the team member have a problem.  | Good                      | ✓          |          | 10/06/24        |
|   | 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.?<br>* Health, safety, security and environment policy. | Good                      | ✓          |          | 10/06/24        |
| 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?<br>* Discuss among the crew what the problem happen and try to resolve it. | Good  | ✓                         |            | 10/06/24 |                 |



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|          | <p>4. Why must a team have a leader? Explain how you think you can promote teamwork among your team members.</p> <p>a. In your capacity as a team leader<br/>* Instruct them to do a right job and monitor them</p> <p>b. In your capacity as part of the team<br/>* Work with them and a a same time teach them</p>                                      | Good | ✓ |  | 10/06/24 |
| Form D.2 | <b>MAINTAIN EFFECTIVE UTILISATION OF EQUIPMENT, TOOLS AND MATERIALS</b>   |      |   |  |          |
|          | <p>1. What do you know about Wireline Tool Inventory and why do you keep one?</p> <p>* Inventory for tool we bring to offshore.<br/>* Need to sign with WSS at offshore and bring back to office.<br/>* As a proof that we prepare tool at base<br/>* As a guideline to check tool inside the toolhouse at offshore.</p>                                  | Good | ✓ |  | 10/06/24 |
|          | <p>2. Who keep the Inventory Listing?</p> <p>* Offshore crew</p>  | Good | ✓ |  | 10/06/24 |
|          | <p>3. How do you keep track of and record your tools, equipment and material at work site?</p> <p>* Wireline tool inventory checklist.<br/>* Surface equipment pre job checklist<br/>* Equipment load out list<br/>* Equipment daily checklist<br/>* Consumable sparepart inventory<br/>* Operation need inventory<br/>* Critical sparepart inventory</p> | Good | ✓ |  | 10/06/24 |



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|                 | <p>4. How do you plan for your material? Who keep and check the stock level?<br/>* Perform inventory check at offshore weekly.<br/>* Offshore crew keep and check stock level inside doghouse at offshore.</p>   | Good | ✓ | 10/06/24 |
|                 | <p>5. What do you understand about critical spares?<br/>* Critical spare is a critical part for surface equipment that we need most at offshore like Filtersn engine oil and other parts etc.<br/>* Need to raise MR before critical spare finish at offshore.</p> | Good | ✓ | 10/06/24 |
|                 | <p>6. How do you prepare MR?<br/>* Using MR form.<br/>* Need to sign with WSS at offshore.<br/>* Scan and send to town. (Sign with FSM)</p>  | Good | ✓ | 10/06/24 |
| <b>Form D.3</b> | <b>EFFECTIVE COMMUNICATION AND REPORTING</b>   |      |   |          |
|                 | <p>1. What forms of communication are usually used during operation?<br/>* Daily operation report.<br/>* Handover form</p>   | Good | ✓ | 10/06/24 |
|                 | <p>2. Explain how do you communicate with your support Team in Town<br/>* Using Whatapps, phone and email.</p>   | Good | ✓ | 10/06/24 |
|                 | <p>3. Explain Problem Management Procedure requirements.<br/>* Prepare problem report<br/>* Inform to town<br/>* Discuss with town how to resolve the problem</p>  | Good | ✓ | 10/06/24 |
|                 | <p>4. Give 2 example for each Severity Class of Problems<br/>* level 2 – Control panel pump problem<br/>* level 1 – Fish left in hole</p>  | Good | ✓ | 10/06/24 |



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|          | <p>5. What is the timeline to submit Problem Report and Problem Investigation Report?<br/>* Within 24 hour for problem report<br/>* Within 5 days for problem investigation report</p>   | Good | ✓ |  | 10/06/24 |
|          | <p>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?<br/>* Inform to FSM and discuss with him.</p>  | Good | ✓ |  | 10/06/24 |
|          | <p>7. How is the daily wireline operation report done in your area?<br/>* After finish shift and send report to town in same day.</p>  | Good | ✓ |  | 10/06/24 |
|          | <p>8. Who need access to the report? For what purpose ?<br/>* FSM. For any discussion and improvement.</p>   | Good | ✓ |  | 10/06/24 |
|          | <p>9. If you happen to observe any abnormalities during a wireline operation what do you do?<br/>* Stop work. Inform to WSS and discuss.</p>   | Good | ✓ |  | 10/06/24 |
|          | <p>10. What is your role in supporting the competency development of your crew's?<br/><i>(Answer in bullets points)</i><br/>* Train new crew what their job scope while at offshore.<br/>* Teach crew what they need to do and don't.<br/>* Teach them to prepare paperwork at offshore.<br/>* Teach them procedure while work at platform / drilling rig.</p> | Good | ✓ |  | 10/06/24 |
| Form D.4 | <b>OPERATION PLANNING AND COORDINATION</b>   |      |   |  |          |



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|  | <p>1 When do you start planning for a wireline job? State in sequence how it is done from planning to job completion.</p> <ul style="list-style-type: none"> <li>* TBT and discuss with WSS for the operation and safety.</li> <li>* Lifting equipment from the vessel to platform.</li> <li>* Setup wireline unit and surface equipment on maindeck.</li> <li>* Make up lubricator assembly</li> <li>* Rig up lubricator assembly onto well.</li> <li>* Pressure test lubricator and BOP.</li> <li>* Prepare wireline toolstring as per program.</li> <li>* Zero toolstring</li> <li>* Open well and RIH as per program.</li> <li>* POOH. Depressurised well. Recover toolstring.</li> <li>* Rigdown completely from well.</li> </ul> | Good | ✓ |  | 10/06/24 |
|  | <p>2 Why is it important to have a pre-job briefing/discussion before rigging up?</p> <ul style="list-style-type: none"> <li>* To discuss with WSS and team member about the procedure / planning to Rig up and safety / precaution while rig up.</li> </ul>   | Good | ✓ |  | 10/06/24 |
|  | <p>3 What pre-checks are required prior to rigging up Well Services surface equipment?</p> <ul style="list-style-type: none"> <li>* Use surface equipment pre job checklist</li> </ul>   | Good | ✓ |  | 10/06/24 |



- 4 List down a standard lubricator configuration. Describe the sequence of assembling the lubricator followed by safe rigging up process.
- \* The configuration of wireline lubricator assembly rig-up varies from job to job, but remains quite consistent for routine wireline operations, e.g. pulling/running of WR SC-SSV, other wireline work below the SC-SSV. The rig-up configuration for wireline fishing jobs also varies in most cases, and these will be detailed under non-routine Wireline Operations, since fishing is considered to be Non-Routine.

| FOR OIL WELLS   | FOR GAS WELLS                       |   |
|---|-------------------------------------|---|
| <u>(In general)</u>   | <u>Central Luconia</u>              | <u>M field</u>                          |
| • 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 on the wireline in the vicinity of the wellhead for rigging up after carrying out all necessary checks and field servicing as listed in the steps above.
- \* Assemble the required number of sections for use above and below the BOP depending on the wireline work to be performed. Make up all the quick unions hand-tight.
- \* Make up and insert the standard wireline toolstring (depending on the first operation to be performed after the rig-up), or just a piece of 5-foot stem through the upper box end of the lubricator assembly, with approximately 1 foot left protruding.
- \* Run out sufficient wire and take the stuffing box and wire attached with the rope socket to the lubricator top end, taking care not to bend sharply or kink the wire at any time.
- \* Make up tight the rope socket to the protruding stem, then push the complete

Good

✓

10/06/20



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|          | <p>toolstring down into the lubricator.</p> <ul style="list-style-type: none"> <li>* Pull wire from the stuffing box sheave wheel end and at the same time push the stuffing box pin end into the top box end of the lubricator, ensuring the wire between the rope socket and stuffing box is kept taut. When connection is shouldered up, make up the quick union hand-tight.</li> <li>* Pull wire taut from the stuffing box down along the length of the lubricator and clamp the wire using a wireline clamp anchored onto the body of the lower most lubricator section.</li> <li>* Tie a length of 1/2" manila rope to the body of the stuffing box with a bow-line knot for guying the stuffing box in the direction opposite to the pull of the wire. The lubricator assembly is now ready to be picked up for installation onto the Xmas tree.</li> </ul> | Good | ✓ |  | 10/06/24 |
|          | <p>5 After completing the job what do you do? (Answer in sequence order, step by step)</p> <ul style="list-style-type: none"> <li>* Rigdown completely from the well.</li> <li>* Handover well to production back.</li> <li>* Pack and secure all equipment.</li> <li>* Backload all equipment to the vessel.</li> <li>* Closed permit.</li> </ul>  | Good | ✓ |  | 10/06/24 |
| Form D.5 | <b>POLICIES PROCEDURES AND MANUAL</b>   |      |   |  |          |
|          | <p>1 All new employees in DB had been briefed on Company Policies, Rules and Regulation what are they?</p> <ul style="list-style-type: none"> <li>* Driving policy</li> <li>* Smoking and vaping policy</li> <li>* PPE policy</li> <li>* Stop work policy</li> <li>* Health, safety, security and environment policy.</li> </ul>  | Good | ✓ |  | 10/06/24 |



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|                 | <p>2 Name 5 statements from Company HSE Policy</p> <ul style="list-style-type: none"> <li>* Prevention of accident, injuries and pollution.</li> <li>* Continuously improve our health, safety and environment performance.</li> <li>* Compliance to all applicable and client health, safety, security and environmental requirement to others relevant laws and regulation.</li> <li>* Communicate and promote health, safety, security and environment awareness among employee, customer, suppliers and contractor.</li> <li>* Ensure all employee and contractor personnel are continuously provide with adequate and appropriate HSSE training.</li> </ul> | Good | ✓ | 10/06/24 |
|                 | <p>3 Where can you find the procedures and manual? Do you know what they are, please explain.</p> <ul style="list-style-type: none"> <li>* Yes. Have a softcopy for procedure and manual.</li> <li>* Procedure is SOP (standard operation procedure) to perform job at offshore.</li> <li>* Manual is instruction to use and maintenance any equipment</li> </ul>  | Good | ✓ | 10/06/24 |
|                 | <p>4 If you find the job unsafe and unsure what should you do and what is your next course of action?</p> <ul style="list-style-type: none"> <li>* Stop work. Discuss with WSS at offshore and inform to FSM at town.</li> </ul>   | Good | ✓ | 10/06/24 |
| <b>Form D.6</b> | <b>QUALITY</b>   |      |   |          |
|                 | <p>1. DB is an ISO 9001:2015 certified Company, what does that mean?</p> <ul style="list-style-type: none"> <li>* Quality management system (QMS)</li> </ul>   | Good | ✓ | 10/06/24 |





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|  | <p>2. Please state DB Quality policy</p> <ul style="list-style-type: none"> <li>* Commit and comply with ISO 9001:2015 and applicable customer equipment.</li> <li>* Plan, monitor and review quality objective to service and equipment at all stages of processes with the goal of achieving zero defect performance standard.</li> <li>* Understand and clearly define our customer requirement and delivered service of the highest standard.</li> <li>* Ensure that all internal staffs are provided with the highest level of necessary skill and training.</li> <li>* Protect the environment in the communities where we work and live.</li> </ul> | Good | ✓ |  | 10/06/24 |
|  | <p>3. Where do you find the updated DB Procedures &amp; Forms?</p> <ul style="list-style-type: none"> <li>* From email</li> <li>* DB server</li> <li>* From Whatsapp group</li> </ul>  | Good | ✓ |  | 10/06/24 |
|  | <p>4. How do you ensure there is quality in the work done after servicing the wireline unit, surface equipment and tools?</p> <ul style="list-style-type: none"> <li>* Follow the procedure and equipment checklist</li> </ul>   | Good | ✓ |  | 10/06/24 |
|  | <p>5. Are you aware of STAMs requirements?</p> <ul style="list-style-type: none"> <li>* Yes</li> </ul>   | Good | ✓ |  | 10/06/24 |
|  | <p>6. Please elaborate on your roles within STAMs (3 roles)</p> <ul style="list-style-type: none"> <li>* Process owner</li> <li>* Asset owner</li> <li>* Buyer</li> </ul>  | Good | ✓ |  | 10/06/24 |
|  | <p>7. Are you aware of Asset Management System Procedure?</p> <ul style="list-style-type: none"> <li>* Yes.</li> </ul>   | Good | ✓ |  | 10/06/24 |



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|--|--|------|---|--|----------|
|  | <p>8. Name the Asset Lifecycle</p> <ul style="list-style-type: none"> <li>* Asset planning</li> <li>* Asset request</li> <li>* Aset purchase activity (CAPEX)</li> <li>* Factory acceptance test</li> <li>* Operation</li> <li>* Maintenance ( preventive and corrective)</li> <li>* Asset database</li> <li>* Storage / prevention</li> <li>* Asset refurbishment</li> <li>* Asset write off</li> </ul> | Good | ✓ |  | 10/06/24 |
|  | <p>9. Elaborate your roles within the Asset Lifecycle</p> <ul style="list-style-type: none"> <li>* Ensure that the unit is clean</li> <li>* Perform a walk around the unit and check for leaks. If leaks are found fix them and report to PIC as required.</li> </ul>  | Good | ✓ |  | 10/06/24 |



|              |   |             |   |
|--------------|---|-------------|---|
| Assessed By: |  | Verified By |  |
| Name         | Sahrizan Bin Sapari   | Name        | AFIQ AIMAN BIN HASSAN   |
| Position     | SESO  | Position    | Field Service Manager<br>DIMENSION BID (M) SDN BHD                                  |
| Date         | 10/06/24  | Date        | 10/6/24   |