

JFE LEARNING MODULE

DIMENSION BID

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:

A

Supervisor
Signature:

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:

A

Supervisor
Signature:

COMMENTS BY SUPERVISOR

Paperworks were compiled neatly. Good job.

Name:

ARZIZI SYAFIQ

Signature:



Date:

Manager's Name:

Manager Signature:

Date: