



| JFE LEARNING MODULE   |   | DIMENSION BID      |
|---|---|--------------------|
| <b>TASKSHEET 12 - Job Planning and Preparation</b>  |   |                    |
| <b>OBJECTIVES</b>   |   |                    |
| Upon completion this task you should be able to:  |   |                    |
| <b>THEORY</b>   |   |                    |
| 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  | ✓                  |
| <div style="display: flex; justify-content: space-between;"> <div>Grade: <u>100%</u></div> <div>Supervisor Signature: <u></u></div> </div>  |   |                    |
| <b>PRACTICAL</b>  |   |                    |
| 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.   | ✓                  |
| <div style="display: flex; justify-content: space-between;"> <div>Grade: <u>100%</u></div> <div>Supervisor Signature: <u></u></div> </div> |   |                    |
| <b>COMMENTS BY SUPERVISOR</b>   |   |                    |
|   |   |                    |
| Name:   | <u>Fahim Aiman</u>  | Signature:         |
| Manager's Name:   | <u>Faris M. Firdaus</u>   | Manager Signature: |
|   |   | Date:              |
|   |   | <u>04/12/23</u>    |