

**ASSESSMENT CHECKLIST**Unit: CAP 1.2 **PLAN FOR WELL SERVICES OPERATIONS**Element: CAP 1.2.3 **Rig-up Well Services Equipment**

PC	Description of Performance Criteria	Description of Evidence	Source of evidence			Competence	Remarks
			O/I	SD	Q/A		
a	Equipment on site is for safe and optimum use in accordance to operational requirements.	Valid test dates record/logs for lubricator assemblies. Colour coding of lifting equipment, i.e. wire rope slings, shackles, etc. Check via questioning that the candidate understands the importance of regular checks and inspections, and economics of equipment optimisation.	✓			C	
b	Well is confirmed to be safe for work to proceed.	Permit to Work (PTW) compliance. Pre-job check and debriefing. Identify hazardous area classification. Job report. Check via questioning/assignment that the candidate understands the importance of pre-job check before starting work.	✓			C	
c	Assembly of equipment is done in the required sequence using appropriate hand tools.	Check via questioning on the proper equipment assembly/rig-up process and the use of the correct hand tools.	✓			C	

## Element: CAP 1.2.3 Rig-up Well Services Equipment

PC	Description of Performance Criteria	Description of Evidence	Source of evidence			Competence	Remarks
			O/I	SD	Q/A		
d	Full assembly is confirmed functional in accordance to operational requirements.	Job report. Check via questioning that the candidate understands the need for function/pressure testing after rigging-up.	✓			C	
e	Faults in the equipment assembly are identified and remedial action taken.	Job report. Check via questioning that the candidate recognises the safety implication of faulty equipment.	✓			C	
f	Advice and support are sought from relevant personnel when required.	Job report. Third Party feedback. Check via questioning to ascertain candidate's understanding on the importance of seeking advice when in doubt.	✓			C	
g	Equipment is handled using safe lifting and handling techniques.	Check via questioning to ascertain candidate's understanding on the importance of safe lifting and handling techniques.	✓			C	

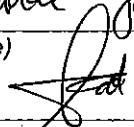
PC	Description of Performance Criteria	Description of Evidence	Source of evidence			Competence	Remarks
			O/I	SD	Q/A		
						C / NYC	

h	<p>Working practices are safe in accordance to statutory and operational requirements.</p> <p>PTW compliance.</p> <p>Third Party feedback.</p> <p>Check via questioning that candidate understands the importance of safe working practices in line with statutory and operational requirements.</p>					C	
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**Legend:**

Source of Evidence:	<input type="checkbox"/> O/I	Observation / Interview	<input type="checkbox"/> SD	Supporting Document	<input type="checkbox"/> Q / A	Written Questions & Answers
Competence	<input type="checkbox"/> C	Competent	<input type="checkbox"/> NYC	Not Yet Competent		

OVERALL SCORE	STRONG		ADEQUATE			IMPROVEMENT NEEDED		
	10	9	8	7	6	5	4	3

<b>Assessed by:</b> (Operator)	<b>Agreed by:</b> (TSO)	<b>Verified by:</b> (FSM)
(Name)  Kelley Nanta	(Name)  Leonard Fuggez	(Name)  ALLEYSON AKIN DIMENSION BID (M) SDN BHD East Malaysia Operation
Signature  	Signature  	Signature  
Date  14.04.2024	Date  14.04.2024	Date  17/4/24

**SITE OBSERVATION CHECKLIST****Unit: CAP 1.2 PLAN FOR WELL SERVICES OPERATIONS****Element: CAP 1.2.3 Rig-up Well Services Equipment**

PC	Description	Yes	No
h	Valid permit to work (PTW)	✓	
h	PPE compliance / no unsafe act	✓	
a	Updated surface equipment inventory available	✓	
a, g, h	Valid test dates of lubricator sets, gantry, platform crane and correct colour code of wire rope slings and shackles	✓	
b, e, h	Integrity check on Christmas tree valves as well as SC-SSV check for closed-in well	✓	
a, e	Essential checks on wireline units	✓	
a	Testing of wireline	✓	
c	Correct rig up sequence	✓	
g	Safe lifting and handling techniques	✓	
d	Function and pressure testing of lubricator after rigging up	✓	
d	Hook-up and pressure/function testing of SWCP	✓	
a, h	Safety sling of lubricator	✓	
h	Tie-down of wireline winch	✓	
a	Equipment passport for wireline units	✓	

ASSESSMENT CHECKLISTUnit: CAP 1.2 PLAN FOR WELL SERVICES OPERATIONSElement: CAP 1.2.4 Rig-down Well Services Equipment And Hand Back Well

PC	Description of Performance Criteria	Description of Evidence	Source of evidence			Competence	Remarks
			O/I	SD	Q/A		
						C / NYC	

a	Assembly is dismantled in the required sequence using tools appropriate for the work.	Check via questioning on the proper equipment rig-down process and the use of the correct hand tools.	✓			C	
b	Equipment is safely dismantled from the system in accordance with operational requirements.	Permit to Work (PTW) compliance. Check via questioning on safe rigging-down process.	✓			C	
c	Defects in equipment are identified and appropriate remedial action taken within job holder's responsibility.	Job report. Records/logs on defective equipment repaired and/or returned to workshop. Check via questioning that candidate recognises the individual role and responsibility on this element.	✓			C	
d	Equipment is handled without damage using safe lifting and handling techniques.	Check via questioning to ascertain candidate's understanding on safe lifting and handling techniques.	✓			C	

## Element: CAP 1.2.4 Rig-down Well Services Equipment And Hand Back Well

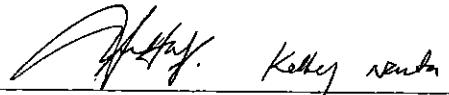
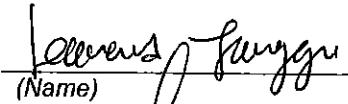
PC	Description of Performance Criteria	Description of Evidence	Source of evidence			Competence	Remarks
			O/I	SD	Q/A		
e	Working practices are safe and conform to statutory and operational requirements.	PTW compliance. Job report. Field observation. Check via questioning on candidate's understanding on safe working practices in line with statutory and operational requirements.	✓			C	
f	Well is handed back in accordance with operational requirements.	Job report. PTW compliance – PTW is signed-off accordingly. Third Party feedback. Check via questioning on the importance of proper well hand back.	✓			Q	
g	Operational report is produced and submitted to relevant personnel.	Job report. Third Party feedback. Check via questioning on the need for operation report.	✓			C	

Legend:Source of Evidence:  O/I Observation / Interview SD Supporting Document Q/A Written Questions & Answers

Competence

 C Competent NYC Not Yet Competent

OVERALL SCORE	STRONG			ADEQUATE			IMPROVEMENT NEEDED		
	10	9	8	7	6	5	4	3	2

Assessed by: (Operator)   (Name)   Signature	Agreed by: (TSO)   (Name)   Signature	Verified by: (FSM)  ALLEYSON AKIN DIMENSION BID (M) SDN BHD East Malaysia Operation   (Name)  Signature
Date  14.04.2024	Date  14.04.2024	Date  17/4/24

**SITE OBSERVATION CHECKLIST**Unit: CAP 1.2 **PLAN FOR WELL SERVICES OPERATIONS**Element: CAP 1.2.4 **Rig-down Well Services Equipment And Hand Back Well**

PC	Description	Yes	No
a	Removal of safety sling from lubricator	✓	
a, d, e	Wireline is clamped to the lubricator and wireline from the wireline winch is slackened off	✓	
b	Clear wellhead vicinity	✓	
b, e	Lubricator is depressurised before rigging-down	✓	
b, e	Safe rigging-down of lubricator	✓	
c	Check for defect and remedial action taken	✓	
d	Lifting equipment check	✓	
d	Use of thread protectors on lubricator unions	✓	
e	PPE compliance – no unsafe act	✓	
e	Oil/grease wireline	✓	
f	SWCP dismantled and well returned to location emergency system	✓	
f	Removal of hands-off sign from the Christmas tree	✓	
f	Christmas tree cap installed back with o-ring in good condition. Cock valve on cap is closed	✓	
f	Well is handed back and/or returned to original status	✓	
f	Sign off of permit to work	✓	
g	Operation report done	✓	

**ASSESSMENT CHECKLIST**Unit: CAP 1.2 **PLAN FOR WELL SERVICES OPERATIONS**Element: CAP 1.2.2 **Select And Test Well Services Equipment**

PC	Description of Performance Criteria	Description of Evidence	Source of evidence			Competence	Remarks
			O/I	SD	Q/A		
a	Equipment identified and selected is appropriate for the work to be performed, and conforms to operational requirements.	Examine evidence (e.g. tool listing, checks required). Check via questioning for underpinning knowledge, function of tools and equipment.	✓			C	
b	Equipment is confirmed functional, fit for the work to be performed and the environment in which it will be used.	Check understanding of test procedure and guidelines related to operation. Job reports. Confirm through questioning on underpinning knowledge and field observation report.			✓	C	
c	An accurate record/schematic of the bottom hole assembly (BHA) is prepared in accordance with operational requirements.	Report/record evidence of tools used during the operation. Questions on underpinning knowledge and field observation report.	✓			C	
d	Defects in equipment are identified and appropriate remedial action taken.	Examine records on action taken on defective tool (equipment dispatch report and defective checklist reports). Check via questioning to verify the action taken and field observation.	✓			C	

Element: CAP 1.2.2 Select And Test Well Services Equipment

PC	Description of Performance Criteria	Description of Evidence	Source of evidence			Competence	Remarks
			O/I	SD	Q/A		

f	When necessary advice and support are sought from relevant personnel.	Field observation - share knowledge or seek advice. Check assignment on simulated problems and note action taken. Feedback from Third Party.	✓			C	
e	Working practices are safe and conform to statutory and operational requirements.	Field observation - PTW, PPE. Answers to question related to safety and requirement. Understanding of Company's Policy.	✓			C	

Legend:

Source of Evidence:	O/I	Observation / Interview	SD	Supporting Document	Q / A	Written Questions & Answers
Competence	C	Competent	NYC	Not Yet Competent		

OVERALL SCORE	STRONG			ADEQUATE			IMPROVEMENT NEEDED		
	10	9	8	7	6	5	4	3	2

<b>Assessed by:</b> (Operator)  <i>Kelley Nanta</i> (Name) <i>Amelia</i> Signature	<b>Agreed by:</b> (TSO)  <i>Leonard Fugge</i> (Name) <i>John</i> Signature	<b>Verified by:</b> (FSM) <b>ALLEYSON AKIN</b> DIMENSION BID (M) SDN BHD East Malaysia Operation  <i>Alleyson</i> (Name) Signature
Date 14.04.2024	Date 14.04.2024	Date 17/4/24

**SITE OBSERVATION CHECKLIST**

**Unit: CAP 1.2 PLAN FOR WELL SERVICES OPERATIONS**

**Element: CAP 1.2.2 Select And Test Well Services Equipment**

PC	Description	Yes	No
a, b	Check integrity of Christmas tree valves	✓	
a, b	Check wireline winch lever, brake and gear	✓	
a, b	Check power pack hydraulic oil, diesel and motor oil	✓	
a, b	Check tools fishing neck and threads	✓	
a, b	Test for releasing of pulling tools	✓	
a, b, c	Check weight indicator gap within acceptable range	✓	
a, b, c	Assembly of B-7/FXE/WRDP done correctly	✓	
a, b, c	Check B-7 No-go OD	✓	
a, b, c	Pinning and testing of pulling tools -GS/JDCRS/SB	✓	
a, b, c	Making of rope socket -0.092", 0.108" and 3/16"	✓	
a, b, c	Testing of wire in the field		
a, b, c, d	Equipment and tools kept and layout safely	✓	
a, b, c, d	Assembly of XN/XX plug done correctly	✓	
a, b, d	Check validity of lubricators, BOP, stuffing box	✓	
a, b, d	Function test of service tools	✓	
a, b, d, e	Testing of Lubricator/BOP after rig up	✓	
a, b, d, e	Check flame trap clean	✓	
a, b, e	Function testing of SWCP	✓	
a, b, d, e	Check surface lines	✓	
b	Tool inventory available	✓	
e	Valid PTW	✓	
e	Check lifting equipment validity -chain hoist, gantry crane	✓	
e	House keeping of work site	✓	

**ASSESSMENT CHECKLIST**Unit: CAP 1.2 PLAN FOR WELL SERVICES OPERATIONSElement: CAP 1.2.1 Plan Operational Requirements

PC	Description of Performance Criteria	Description of Evidence	Source of evidence			Competence	Remarks
			O/I	SD	Q/A		
a	Operation programs are prepared in accordance with objective plan.	Examine evidence on operation program (work action plan) against the Well Services objective programs.  Check via questioning (oral/written) for under-pinning knowledge on the Well Services objective programs (include related procedures)	✓			C	
b	Difficulties in carrying out the operations are clarified with the relevant personnel.	Check via questioning (oral/written) for candidate's understanding on the process to go about an unclear objective programs.  (Third Party feedback will be helpful and supportive i.e. from immediate supervisors, OIM, WS)	✓			C	

Element: CAP 1.2.1 Plan Operational Requirements

PC	Description of Performance Criteria	Description of Evidence	Source of evidence			Competence	Remarks
			O/I	SD	Q/A		
c	Permit to Work is obtained in accordance with organisational and statutory requirements.	Confirm via the evidence (e.g. PTW forms) submitted.  Check via questioning (oral/written), the under-pinning knowledge on the process of applying a PTW.  Check understanding on PTW procedures.				C	
d	Third party utilities are verified in accordance with operational and statutory requirements.	Check evidence on valid equipment passport.	✓			C	
e	Required quantities and types of materials and equipment are sourced timely.	Check via questioning (oral/written) for candidate's understanding on the objective programs. Tools and materials required for a particular job.  To provide evidence on materials and equipment checklist (materials requisition, inventory checklist and equipment checklist).	✓			C	
f	Errors, omissions, and shortages of equipment are identified and appropriate remedial action taken.	Check candidate's under-pinning knowledge and awareness via questioning (oral/written).	✓			C	

Legend:

Source of Evidence:	<input type="checkbox"/> O/I	Observation / Interview	<input type="checkbox"/> SD	Supporting Document	<input type="checkbox"/> Q / A	Written Questions & Answers
Competence	<input type="checkbox"/> C	Competent	<input type="checkbox"/> NYC	Not Yet Competent		

OVERALL SCORE	STRONG			ADEQUATE			IMPROVEMENT NEEDED		
	10	9	8	7	6	5	4	3	2

Assessed by: (Operator)  <i>Kelley Nanta</i> (Name) <i>Kelley</i> Signature	Agreed by: (TSO)  <i>Leanne Ferguson</i> (Name) <i>ST</i> Signature	Verified by: (FSM)  <b>ALLEYSON AKIN</b> DIMENSION BID (M) SDN BHD East Malaysia Operation  <i>Allyson</i> (Name) Signature
Date  <i>14.04.2024</i>	Date  <i>14.04.2024</i>	Date  <i>17/4/24</i>

**SITE OBSERVATION CHECKLIST****Unit: CAP 1.2 PLAN FOR WELL SERVICES OPERATIONS****Element: CAP 1.2.1 Plan Operational Requirements**

PC	Description	Yes	No
a	Objective programs listed in the well access plan are available on site	✓	
f	Request made on programs that are not available on site (if any)	✓	
b, f	Potential problems related to the operation are highlighted and clarified/discussed with the relevant parties. (evidence: hard copy if any)	✓	
a, d	Operations are planned before hand (weekly plan/activities plan)	✓	
e, f	Materials required for the operations are available or have been requested. (evidence: hard copy if any)	✓	
e, f	Equipment required for the operations are on site	✓	
d, e	Surface equipment used has valid inspection/test dates	✓	
e	Lifting chain blocks, slings and shackles are inspected and with updated colour codes	✓	
e	Inventory listing available	✓	
c, d	A valid PTW is in place prior to start of operation	✓	

**ASSESSMENT CHECKLIST**Unit: CAP 1.2 **PLAN FOR WELL SERVICES OPERATIONS**Element: CAP 1.2.5 **Demobilise And Store Well Services Equipment**

PC	Description of Performance Criteria	Description of Evidence	Source of evidence			Competence	Remarks
			O/I	SD	Q/A		
						C / NYC	

a	Equipment is handled using safe lifting and handling techniques.	Colour coding of lifting equipment, ie. wire rope slings, shackles, etc.  Check via questioning that the candidate understands the importance of safe lifting and handling techniques.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C	
b	Equipment is protected and prepared for transportation in accordance with operational requirements.	Pre-job check and debriefing.  Job report.  Check via questioning that the candidate understands the requirement for proper preparation of equipment for demobilisation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	O	
c	Defects and damages are identified and appropriate remedial actions taken.	Job report.  Check via questioning on the candidate's understanding on the importance of addressing defective equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C	

Element: WSS 3.2.5 Demobilise And Store Well Services Equipment

PC	Description of Performance Criteria	Description of Evidence	Source of evidence			Competence	Remarks
			O/I	SD	Q/A		
						C / NYC	

d	Equipment is stored securely in the designated location.	Job report. Check via questioning that the candidate understands the need for proper storage of equipment.	✓			C	
e	Working practices are safe and conform to statutory and operational requirements.	Check via questioning that the candidate is aware of the statutory and operational requirement with respect to demobilisation.	✓			C	
f	Good house keeping is maintained for storage of all equipment.	Check via questioning to ascertain candidate's understanding on the consequence of poor house keeping on equipment storage.	✓			C	
g	Up to date equipment inventory is maintained to ensure availability.	Equipment inventory. Check via questioning on candidate's understanding on the importance of managing equipment availability.	✓			C	

Legend:

Source of Evidence:	O/I	Observation / Interview	SD	Supporting Document	Q / A	Written Questions & Answers
Competence	C	Competent	NYC	Not Yet Competent		

OVERALL SCORE	STRONG			ADEQUATE			IMPROVEMENT NEEDED		
	10	9	8	7	6	5	4	3	2

Assessed by: (Operator)  <i>Kathy Norton</i> (Name) <i>Kathy.</i> Signature	Agreed by: (TSO)  <i>Leanne Fung</i> (Name) <i>Leanne</i> Signature	Verified by: (FSM) <b>ALLEYSON AKIN</b> DIMENSION BID (M) SDN BHD East Malaysia Operation  <i>Alleyson</i> Signature
Date <i>19.04.2024</i>	Date <i>14.04.2024</i>	Date <i>17/4/24</i>

**SITE OBSERVATION CHECKLIST****Unit: CAP 1.2 PLAN FOR WELL SERVICES OPERATIONS****Element: CAP 1.2.5 Demobilise And Store Well Services Equipment**

PC	Description	Yes	No
<b>i) Checklist for backloading</b>			
a, b	Guy line attached to each equipment	✓	
a, e	Crane and other lifting equipment in good working condition	✓	
a, e	A dedicated bunksman at any one time	✓	
b	Equipment properly packed for backloading	✓	
b	Thread protectors used on lubricator unions	✓	
b	Consignment of goods prepared properly	✓	
b	Equipment tagged correctly	✓	
b	All equipment pre-slung	✓	
c	Check for defects and damage on equipment	✓	
d	Loose items secured	✓	
e	Green light from boat captain for backloading	✓	
g	Equipment list	✓	
<b>ii) Checklist for equipment storage</b>			
c	Defective equipment identified pending remedial action	✓	
d	Loose items secured	✓	
f	Good house keeping at storage area	✓	
f	Covers for wireline units are available	✓	
f	Oiling/greasing of wireline on unit	✓	
g	Updated equipment inventory	✓	