

Implementation FUTOP Frigg Training Manual

**Job Description,
Position Description &
Check Lists per Position**

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2	MAIN FUNCTION TRADE RESPONSIBLE OFFSHORE JOB DESCRIPTION.
3	TRADE CO-ORDINATORS OFFSHORE JOB DESCRIPTION.
4	MANAGEMENT OFFSHORE JOB DESCRIPTION.
5	OIL TEAM (FOI) POSITION DESCRIPTIONS AND CHECK LISTS.
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9	FRIGG CCR TEAM (FCR) POSITION DESCRIPTIONS AND CHECK LISTS.
10	FRIGG CAMPAIGN TEAM (FCT)

Team split FRIGG Area technical functions*(5)

F:	OIL team	F:	Gas & Condensate team	F:	Core team	F:	Support team
3	Froy M35 gas / oil	4	LF Subsea and inlet gas / oil	1	FRØY WHP process	18	Workshop & Warehouse
5	TCP2 Oil export	6	EF Subsea and inlet	2	FRØY WHP others	20	Lifting & Column
13	FRØY & LF gas compression	9	DP2 inlet	7	DP2 Platform process		equipment*(1)
15	Fuel gas CC	11	Water injection & gas lift	8	DP2 Platform others		
16	Power generation & Distribution	12	Gas treatment & Export TCP2	10	Alwyn & TP1 Process		
20	Lifting & Column Equipment *(1)	14	Condensate & reinjected water TCP2	24	Common Utility *(4)		
22	Process Utility	19	HVAC	25	Primary & Secondary Structure		
23	Safety & Control system*(2)	21	Fire & Lifesaving appliances				

*(1) Function 20, Lifting & Column equipment: **Oil Team** trade resp for Column equipment below Cellar deck incl. Hoists. **Support Team** for lifting equipment above Cellar deck.

*(2) Function 23, Safety & Control System: **Oil team** trade resp for Fire & Gas. **CCR Team** for Control system.

F:	CCR Team *(3)
17	Metering & Laboratory
23	Safety & Control system*(2)
24	Common Utility*(4)

*(3) **CCR Team** responsible for operation and monitoring from CCR ,all functions. Listed Functions for CCR Team valid for other trades in CCR team than prod. operators.

*(4) Function 24, Common Utility: **CCR Team** trade resp for Telecom systems. **Core team** trade responsible for the rest of function.

*(5) Please note that some trade positions on a specified team may have duties on another team as well. This is specified in a separat matrix and in position description for each position. In this matrix & positions descriptions it is also defined the trade responsible back up in cases where for instance the core team not present on CC.

MATRIX for Function Responsible per position in Operational team FRIGG AREA

TEAM	Position / Main function	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Oil team	FO 1 / Day			X										X		X		X								
Oil team	FO 1 / Night			X										X		X		X								
Oil team	FO 2 / Day					X					1						X				X		X	X	1	1
Oil team	FO 2 / Night					X					1						X				X		X	X	1	1
Oil team	Mechanic 1			X		X								X		X	X	X								
Oil team	Mechanic 2				2		2			2	1	2	2		2					2	X		X		1	1
Oil team	El. Tech. 1**																X	X								
Oil team	El. Tech. 2			X	X	X	X			X	1	X	X	X	X	X									1	1
Oil team	El. Tech. 3*																				X		X	X		
Oil team	Inst. Tech 1			X		2					1			X		X	2				2		X	2	1	1
Oil team	Inst. Tech 2*					X											X				X			X		
Gas & Cond. team	FO 1 / Day				X		X								X					X						
Gas & Cond. team	FO 1 / Night				X		X								X					X						
Gas & Cond. team	FO 2 / Day									X		X	X									X				
Gas & Cond. team	FO 2 / Night									X		X	X									X				
Gas & Cond. team	Mechanic 1*				X		X			X		X	X		X					X						
Gas & Cond. team	Mechanic 2																					X		X		
Gas & Cond. team	El. Tech 1																			X	2	X	2	2		
Gas & Cond. team	Inst. Tech 1				X		X			X		X	X		X					X		X				
Support Team	Marine																		X							
Support Team	Warehouse																		X							
Support Team	Crane operator																				X					
Core team	CTL 1	X	X					X	X																	
Core team	Deputy CTL	1	1					1	1		X														X	X
Core team	Mechanic 1	X	X					X	X		X														X	X
Core team	El. Tech 1	X	X					X	X		X														X	X
Core team	Inst. Tech 1	X	X					X	X		X														X	X

MATRIX for Function Responsible per position in Operational team FRIGG AREA

TEAM	Position / Main function	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
CCR team	CCR operator 1 / Day	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
CCR team	CCR operator 1 / Night	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
CCR team	CCR operator 2 / Day	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
CCR team	CCR operator 2 / Night	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
CCR team	Instrument 1																							X		
CCR team	Telecom tech. 1																								X	
CCR team	Telecom tech. 2																								X	
CCR team	Laborant																	X								
CCR team	Metering																	X								

NOTES:

* = Deputy core team member

**= El. Tech 1 on Oil Team to be fixed Trade Coordinator for Electrical Trade.

X= Trade responsible

1 = Deputy trade responsible for Core Team

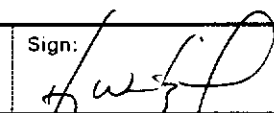


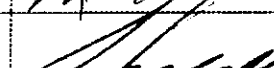
2 = Deputy trade responsible for Back up Core team

Futop 04.03.97 V.Ø



OFFSHORE JOB DESCRIPTION

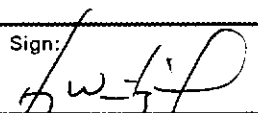

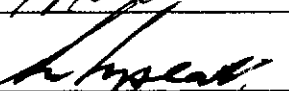
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Job title: MAIN FUNCTION TRADE RESPONSIBLE ELECTRICAL	Dept.: POD	Reports to: OPERATIONAL SUPERVISOR	
<p>Main purpose of job:</p> <ul style="list-style-type: none">• Act as Main Function Trade Responsible (MFTR) for electrical trade for a given set of Main Functions, as specified in relevant Position Description• Add value to team by assistance and trade competence, securing a safe, co-operative, reliable and cost effective work performance of the team.• Work actively to ensure that a safe working practice is followed by all personnel.			
<p>Major tasks:</p> <ul style="list-style-type: none">• Participate in problem solving within his team's dedicated Main Functions.• Assist all other team-members in execution of work when required.• Ensure together with the other Main Function Trade Responsible that all dedicated main functions are operational and in safe condition according to the new repair principles.• Perform operational activities, preventive maintenance and repair on dedicated Main Functions as defined.• Participate in trouble-shooting and repairs.• When required purchase of consumables and spares.• Order spare parts according to MR.• Act as Job Leader (on WP) for preventive and corrective maintenance to be done by Operational Team.• Perform technical verification of electrical jobs performed by other entities.• Report and ensure feedback to line management regarding non-conformance, incidents and other relevant information.• <u>Ensure that relevant check lists and other documentation related to own position are updated according to need at all</u>			
<p>Competence Requirements:</p> <p>Education:</p> <ul style="list-style-type: none">• The Main Function Trade Responsible will have completed minimum of 2 years education at a Technical or Maritime institute and/or be holding a relevant trade certificate ("Fagbrev"). Other relevant education may also be considered as sufficient as theoretical background. <p>Experience:</p> <ul style="list-style-type: none">• Depending of theoretical background, relevant experience from other process industries can compensate for lack of formal education			
Prepared by	Name: H Westgård	Date: 16 March, 1997	Sign: 
Department Manager	 J Holtermann	16 March, 1997	
FOD Manager	G W Syslak	16 March, 1997	



OFFSHORE JOB DESCRIPTION

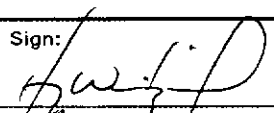

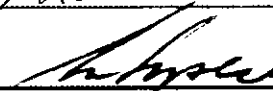
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Job title: MAIN FUNCTION TRADE RESPONSIBLE INSTRUMENT	Dept.: POD	Reports to: OPERATIONAL SUPERVISOR	
<p>Main purpose of job:</p> <ul style="list-style-type: none">• Act as Main Function Trade Responsible (MFTR) for instrument trade for a given set of Main Functions, as specified in relevant Position Description• Add value to team by assistance and trade competence, securing a safe, co-operative, reliable and cost effective work performance of the team.• Work actively to ensure that a safe working practice is followed by all personnel.			
<p>Major tasks:</p> <ul style="list-style-type: none">• Participate in problem solving within his team's dedicated Main Functions.• Assist all other team-members in execution of work when required.• Ensure together with the other Main Function Trade Responsible that all dedicated main functions are operational and in safe condition according to the new repair principles.• Perform operational activities, preventive maintenance and repair on dedicated Main Functions as defined.• Participate in trouble-shooting and repairs.• When required purchase of consumables and spares.• Order spare parts according to MR.• Act as Job Leader (on WP) for preventive and corrective maintenance to be done by Operational Team.• Perform technical verification of instrument jobs performed by other entities.• Report and ensure feedback to line management regarding non-conformance, incidents and other relevant information.• <u>Ensure that relevant check lists and other documentation related to own position are updated according to need at all</u>			
<p>Competence Requirements:</p> <p>Education:</p> <ul style="list-style-type: none">• The Main Function Trade Responsible will have completed minimum of 2 years education at a Technical or Maritime institute and/or be holding a relevant trade certificate ("Fagbrev"). Other relevant education may also be considered as sufficient as theoretical background. <p>Experience:</p> <ul style="list-style-type: none">• Depending of theoretical background, relevant experience from other process industries can compensate for lack of formal education			
Prepared by	Name: H Westgård	Date: 16 March, 1997	Sign: 
Department Manager	T Bergan J Holtermann	16 March, 1997	
FOD Manager	G W Syslak	16 March, 1997	



OFFSHORE JOB DESCRIPTION

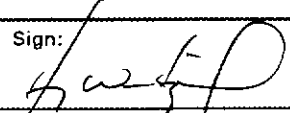

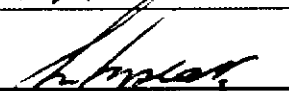
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Job title: MAIN FUNCTION TRADE RESPONSIBLE MECHANICAL	Dept.: POD	Reports to: OPERATIONAL SUPERVISOR	
<p>Main purpose of job:</p> <ul style="list-style-type: none">• Act as Main Function Trade Responsible (MFTR) for mechanical trade for a given set of Main Functions, as specified in relevant Position Description• Add value to team by assistance and trade competence, securing a safe, co-operative, reliable and cost effective work performance of the team.• Work actively to ensure that a safe working practice is followed by all personell.			
<p>Major tasks:</p> <ul style="list-style-type: none">• Participate in problem solving within his team's dedicated Main Functions.• Assist all other team-members in execution of work when required.• Ensure together with the Main Function Trade Responsible that all dedicated main functions are operational and in safe condition according to the new repair principles.• Perform operational activities, preventive maintenance and repair on dedicated Main Functions as defined.• Participate in trouble-shooting and repairs.• When required purchase of consumables and spares.• Order spare parts according to MR.• Act as Job Leader (on WP) for preventive and corrective maintenance to be done by Operational Team.• Perform technical verification of mechanical jobs performed by other entities.• Report and ensure feedback to line managment regarding non-conformance, incidents and other relevant information.• Ensure that relevant check lists and other documentation related to own position are updated according to need at all times.			
<p>Competence Requirements:</p> <p>Education:</p> <ul style="list-style-type: none">• The Main Function Trade Responsible will have completed minimum of 2 years education at a Technical or Maritime institute and/or be holding a relevant trade certificate ("Fagbrev"). Other relevant education may also be considered as sufficient as theoretical background. <p>Experience:</p> <ul style="list-style-type: none">• Depending of theoretical background, relevant experience from other process industries can compensate for lack of formal education			
Prepared by	Name: H Westgård	Date: 16 March, 1997	Sign: 
Department Manager	T Bergan J Holtermann	16 March, 1997	
FOD Manager	G W Syslak	16 March, 1997	



OFFSHORE JOB DESCRIPTION

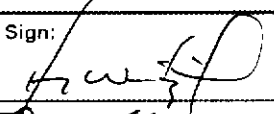
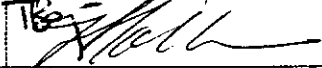
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Job title: MAIN FUNCTION TRADE RESPONSIBLE PRODUCTION	Dept.: POD	Reports to: OPERATIONAL SUPERVISOR	
<p>Main purpose of job:</p> <ul style="list-style-type: none">• Act as Main Function Trade Responsible for production trade for a given set of Main Functions, as specified in relevant Position Description• Add value to team by assistance and trade competence, securing a safe, co-operative, reliable and cost effective work performance of the team.• Work actively to ensure that a safe working practice is followed by all personnel.			
<p>Major tasks:</p> <ul style="list-style-type: none">• Participate in problem solving within his team's dedicated Main Functions.• Assist all other team-members in execution of work when required.• Ensure together with the other Main Function Trade Responsible that all dedicated main functions are operational and in safe condition according to the new repair principles.• Perform operational activities on dedicated Main Functions as defined.• Participate in trouble-shooting and repairs.• When required purchase of consumables.• Preparation of streams / equipment for inspection / work / maintenance. When required prepare necessary documents for OSV's approval.• Report and ensure feedback to line management regarding non-conformance, incidents and other relevant information.• Responsible for updating of relevant check lists, manuals, drawings, procedures and general documentation within own trade - Main Functions.			
<p>Competence Requirements:</p> <p>Education:</p> <ul style="list-style-type: none">• The Main Function Trade Responsible will have completed minimum of 2 years education at a Technical or Maritime institute and/or be holding a relevant trade certificate ("Fagbrev"). Other relevant education may also be considered as sufficient as theoretical background. <p>Experience:</p> <ul style="list-style-type: none">• Depending of theoretical background, relevant experience from other process industries can compensate for lack of formal education			
Prepared by	Name: H Westgård	Date: 16 March, 1997	Sign: 
Department Manager	T. Berge J Holtermann	16 March, 1997	
FOD Manager	G W Syslak	17 March, 1997	



OFFSHORE JOB DESCRIPTION

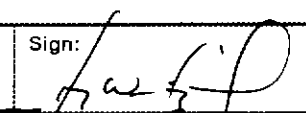
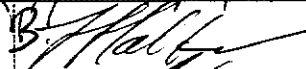
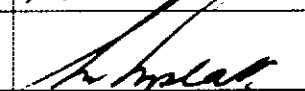
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Job title: TRADE CO-ORDINATOR ELCTRICAL	Dept.: POD	Reports to: OPERATIONAL SUPERVISOR, + Functional to "Elektrisk Driftsleder"	
<p>Main purpose of job:</p> <ul style="list-style-type: none">• Work as Main Function Trade Responsible (MFTR) within defined main functions. <p>Further, as Electrical Trade Co-ordinator:</p> <ul style="list-style-type: none">• Act as general technical resource person within the Electrical trade.• The Electrical Trade Co-ordinator is the nominated Electrical Competent Person ("Bemyndighet Person") with a specific responsibility for safety and quality for the electrical trade.			
<p>Major tasks</p> <ul style="list-style-type: none">• The Trade Co-ordinator shall be present as a resource person within own trade and assist platform management as a trade competent person in relation to OJT, Quality Control, Audits, Visits etc.• Trade co-ordinator shall assist other Main Function Trade Responsible when required, such that he can perform his work in an effective and safe manner. <p>Responsible for updating of manuals, drawings, Preventive Maintenance (PM) procedures in co.operation with El. Section Head -POD.</p> <ul style="list-style-type: none">• When required purchase of consumables and spares.• Act as Electrical Inspector for all trades within all teams.• Responsible for all relevant certificates within own trade.• Ensure that relevant check lists and other documentation related to own trade are updated according to need at all times.			
<p>Competence Requirements:</p> <p>Education:</p> <p>Trade Certificate (Fagbrev) Electrical background Training and experience on system and equipment within his trade on the field.</p> <p>Experience:</p> <p>10 years relevant experience and where of at least 2 years should be on offshore installation.</p>			
Prepared by	Name: H Westgård	Date: 16 March, 1997	Sign: 
Department Manager	T. Bergan J Holtermann	16 March, 1997	
FOD Manager	G W Syslak	16 March, 1997	



OFFSHORE JOB DESCRIPTION

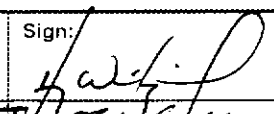

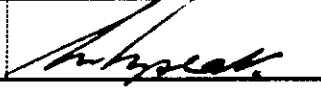
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Job title: TRADE CO-ORDINATOR MECHANICAL	Dept.: POD	Reports to: OPERATIONAL SUPERVISOR	
<p>Main purpose of job:</p> <ul style="list-style-type: none">• Work as Main Function Trade Responsible (MFTR) within defined main functions.• Further: as Mechanical Trade Co-ordinator:• Act as general technical resource person within the Mechanical trade			
<p>Major tasks</p> <ul style="list-style-type: none">• The Main Function Trade Co-ordinator shall be present as a resource person within own trade and assist platform management as a trade competent person in relation to OJT, Quality Control, Audits, Visits etc.• Main Function Trade co-ordinator shall assist other Main Function Trade Responsible when required, such that he can perform his work in an effective and safe manner.• Responsible for updating of manuals, drawings, Preventive Maintenance (PM) procedures and general documentation within own trade.• When required purchase of consumables and spares.• Responsible for all relevant certificates within own trade.• Ensure that relevant check lists and other documentation related to own trade are updated according to need at all times.			
<p>Competence Requirements:</p> <p>Education:</p> <p>Trade Certificate (Fagbrev) Mechanical background Training and experience on system and equipment within his trade on the field.</p> <p>Experience:</p> <p>10 years relevant experience and where of at least 2 years should be on offshore installation.</p>			
Prepared by	Name: H Westgård	Date: 16 March, 1997	Sign: 
Department Manager	T. Bergan J Holtenmann	16 March, 1997	
Business Area Manager / Vice President	G W Syslak	17 March, 1997	



OFFSHORE JOB DESCRIPTION

No :

Job title: TRADE CO-ORDINATOR INSTRUMENT	Dept.: POD	Reports to: OPERATIONAL SUPERVISOR	
<p>Main purpose of job:</p> <ul style="list-style-type: none">• Work as Main Function Trade Responsible (MFTR) within defined main functions. <p>Further, as Instrument Trade Co-ordinator:</p> <ul style="list-style-type: none">• Act as general technical resource person within the Instrument trade.			
<p>Major tasks</p> <ul style="list-style-type: none">• The Trade Co-ordinator shall be present as a resource person within own trade and assist platform management as a trade competent person in relation to OJT, Quality Control, Audits, Visits etc.• Trade co-ordinator shall assist other Main Function Trade Responsible when required, such that he can perform his work in an effective and safe manner.• Responsible for updating of manuals, drawings, Preventive Maintenance (PM) procedures and general documentation within own trade.• When required purchase of consumables and spares.• Responsible for all relevant certificates within own trade.• Ensure that relevant check lists and other documentation related to own trade are updated according to need at all times.			
<p>Competence Requirements:</p> <p>Education:</p> <p>Trade Certificate (Fagbrev) Instrument background Training and experience on system and equipment within his trade on the field.</p> <p>Experience:</p> <p>10 years relevant experience and where of at least 2 years should be on offshore installation.</p>			
Prepared by	Name: H Westgård	Date: 16 March, 1997	Sign: 
Department Manager	T. Bergesen J. Holtermann	16 March, 1997	
FOD Manager	G W Syslak	16 March, 1997	



OFFSHORE JOB DESCRIPTION

No :

JOB TITLE: FRIGG Operational Supervisor	DEP: POD	REPORTS TO: Offshore Field Manager
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MAINPURPOSE OF JOB:

- Responsible for all work performed by Operational Team (OT) with respect to safety, quality, environment, working environment, production regularity and cost of operation (within given frame conditions).
- Maximize oil production and meet gas sales nomination in a safe and efficient manner.
- Ensure that a safe working practice is followed by the Operational Team and all others being involved in work on equipment or areas which is within the OSV's operational responsibility.
- Effective leadership and supervision of the Operational Team.
- Coordinate relevant operations / planning with OFM, CSV, CTL and Main Function Trade Responsibles.

MAJOR TASKS:

General:

- Follow the principles laid down in " Production and Maintenance principles for Frigg & Heimdal".
- Ensure that all main functions are operational, and in safe condition.
- Ensure that process parameters are optimised and, implement required changes in co-operation with OFM.
- Continuous contact with OFM and CSV for co-ordination, instruction and information on daily operations, problems and special projects.
- Perform internal control according to quality manual.
- Follow up that all work is done in accordance with relevant company procedures, be responsible for the "Frigg Operational Handbook".

Personnel:

- Responsible for that the necessary competence is present in the operational team at all times.
- Participate in conflict and problem solving for operational team.
- Time sheet administration for operational team
- Allocation of personnel.

Administration:

- Perform day to day planning, supervision, implementation, verification and record keeping as delegated by OFM.
- Handling and reporting of non conformance and deviations.
- Daily prioritisation of planned activities (Work Permits).
- 2 weekly planning, (according to input from onshore), and operational needs.
- Review of operational files.
- Assist onshore with planning and preparation of scope of work for major works and during audits.
- Plan and perform WP audits.
- Co-ordinate and follow-up planning of shutdown work.
- Follow-up operational activities.
- Sign WP as operational responsible, approval of Auth. For Work
- Verify SJA.
- Approve MR planned to be transferred to Campaign team.
- Approve MR reports performed by Job Leader / Vendor.
- Input to daily activity report to FOD onshore.



OFFSHORE JOB DESCRIPTION

No :

JOB TITLE: FRIGG Operational Supervisor	DEP: POD	REPORTS TO: Offshore Field Manager	
<p>Meetings offshore:</p> <ul style="list-style-type: none"> - Attend all relevant field meetings. (WP, WEM, VO, Safety, EMCO, FSEC) - Participate in event investigation and PAC meetings (if relevant). - Manage operational team meetings. <p>Responsibility in emergency situations:</p> <ul style="list-style-type: none"> - Act as "on-site coordinator" of emergency teams, with possible danger to himself and other. Take decisions in critical situations. - In addition he will act as member of the EMCO team, when off duty. 			
<p>Competence Requirements:</p> <p>Education:</p> <p>Vocational training and education leading to certified technical level or equivalent, plus special training and courses leading to more specific qualifications within leadership and technical knowledge.</p> <p>Experience:</p> <p>5 - 7 years. Min 3 years as senior personell offshore</p>			
Prepared by:	Name: J. E ERVIK	Date: 12.03.97	Sign:
Department Manager	Name: T. Bergmann F. Holfermann	Date: 16/3/97	Sign:
Approved by: FOD Manager	Name: G.W. Sørseth	Date: 16/3/97	Sign:



JOB DESCRIPTION

No :

Job title: CAMPAIGN SUPERVISOR	Dept.: TSD	Reports to: OFM offshore/TSD Manager onshore	
Main purpose of job: <ul style="list-style-type: none">■ Responsible for all work performed by Campaign Team with respect to safety, quality, environment, work environment and cost (within given frame conditions).■ Overall responsible for the execution of offshore Campaign Maintenance, Planned Repairs and Modifications on Frigg, Frøy and Heimdal Fields.■ Responsible for planning and co-ordination of the daily activities towards the OFM and OSV and the operational teams on Frigg and Heimdal Fields.■ Effective leadership and supervision of the Campaign Team.■ Overall responsible for all offshore personnel, on Frigg and Heimdal, involved in tasks under CSV supervision, including safety and technical qualifications.■ Establish, in co-operation with onshore TSD Planner, long term plans consisting of all tasks to be carried out under CSV supervision.			
Major tasks: <ul style="list-style-type: none">■ Daily co-ordination with OSV so as to enable, as far as possible, undisturbed working conditions for all teams.■ Carry out weekly planning in co-operation with the OSV.■ Ensure availability of necessary manning and material to carry out maintenance/repair/modification tasks as and when planned.■ Daily contact with the TSD onshore Planning Engineer and with the various Project Engineers and Foss Contract Co-ordinator as necessary.■ Ensure that activities under CSV supervision are carried out when and as planned and according to the prevailing specifications.■ Give input to the OFMs daily report and issue a weekly report to TSD Manager.■ Co-ordinate campaign team work on HMP1 with OSV-HMP1 and participate in start-up of major campaigns.■ Nominate qualified Job Leaders.■ Request specialist assistance, such as vendor, when required.■ Responsible for the offshore FOSS contractor including painters and scaffolders. Inspection section is however responsible for the painting plan and budget.■ Participate in daily management and work permit meetings and scheduled safety, WEM, FSEC and VO meetings.■ Responsible for trade competence within the team and technical training plans.■ Review of operational files.■ Co-ordinate with onshore necessary re-scheduling of plans and personnel schedules due to sickness in team.			
Competence Requirements: <p>Education:</p> <p>Education:</p> <p>Vocational training and education leading to certified technical level or equivalent, plus special training and courses leading to more specific qualifications within leadership and technical knowledge.</p> <p>Experience:</p> <p>5 - 7 years. Min 3 years as senior personell offshore</p>			
Prepared by	Name: A Andersen	Date: 16 March, 1997	Sign: <i>for A. Andersen</i> <i>Vidar A. Andersen</i>
Department Manager	<i>F. Holtermann</i>	<i>16/3/97</i>	<i>[Signature]</i>
Business Area Manager / Vice President	<i>[Signature]</i>	<i>16/3/97</i>	<i>[Signature]</i>



OFFSHORE JOB DESCRIPTION

No :

JOB TITLE: Core Team Leader	DEP: POD	REPORTS TO: Offshore Field Manager Operational Supervisor (When on Frigg CC)
MAINPURPOSE OF JOB: <ul style="list-style-type: none">- Responsible for all activities on Frøy And DP2 with respect to safety, quality, environment, working environment, production regularity and cost of operation (within given frame conditions).- Maximise oil production and meet gas sales nomination in a safe and efficient manner.- Ensure that a safe working practice is followed by the Core Team and all others being involved in work on equipment or areas which is within the CTL's operational responsibility.- Effective leadership and supervision of the Core Team.- Co-ordinate relevant operations / planning with OFM, OSV,CCR and CSV when required.		
MAJOR TASKS: General: <ul style="list-style-type: none">- Follow the principles laid down in " Production and Maintenance principles for Frigg & Heimdal".- Ensure that all main functions are operational, and in safe condition.- Ensure that process parameters are optimised and, implement required changes in co-operation with OFM.- Continuous contact with OFM when on satelliteplatforms.-When on Frigg CC assist OSV and perform duties according position description.- Perform internal control according to quality manual.- Follow up that all work is done in accordance with relevant company procedures, be responsible for the "Frigg Operational Handbook". Personnel: <ul style="list-style-type: none">- Responsible for that the necessary competence is present in the Core team at all times.- Participate in conflict and problem solving for Core team. Administration: <ul style="list-style-type: none">- Perform visit planning, supervision, implementation, verification and record keeping as delegated by OFM.- Handling and reporting of non conformance and deviations on activities related to satellite platforms.- Necessary prioritisation of planned activities (Work Permits etc.).- Review of operational files regarding satellite platforms..- Assist onshore with planning and preparation of scope of work for major works and during audits related to satellite platforms.- Co-ordinate and follow-up planning of shutdown work on satellite platforms.- Follow-up operational activities related to satellite platforms.- Sign WP as operational responsible, approval of Auth. For Work related to satellite platforms.- Verify SJA related to satellite platforms.- Input to daily activity report to FOD onshore.		



OFFSHORE JOB DESCRIPTION

No :

JOB TITLE: Core Team Leader	DEP: POD	REPORTS TO: Offshore Field Manager Operational Supervisor (When on Frigg CC)	
<p>Meetings offshore:</p> <ul style="list-style-type: none"> - Attend all relevant field meetings. (WP, WEM, VO, Safety, EMCO, FSEC) - Participate in event investigation and PAC meetings (if relevant). <p>Responsibility in emergency situations:</p> <ul style="list-style-type: none"> - Act as "on-site co-ordinator" of emergency teams on satellite platforms, with possible danger to himself and other. Take decisions in critical situations. 			
<p>Competence Requirements:</p> <p>Education:</p> <p>Vocational training and education leading to certified technical level or equivalent, plus special training and courses leading to more specific qualifications within leadership and technical knowledge.</p> <p>Experience:</p> <p>5 - 7 years. Min 3 years as senior personnel offshore</p>			
Prepared by:	Name: H Westgård	Date: 19.03.97	Sign:
Department Manager	Name: T Bergan	Date: 19.03.97	Sign:
Approved by: FOD Manager	Name: G W Syslak	Date: 19.03.97	Sign:



OFFSHORE JOB DESCRIPTION

No :

JOB TITLE: Back Up Core Team Leader	DEP: POD	REPORTS TO: Operational Supervisor
MAINPURPOSE OF JOB: <ul style="list-style-type: none"> • Act as Main Function Trade Responsible for production trade for a given set of Main Functions, as specified in relevant Position Description • Add value to team by assistance and trade competence, securing a safe, co-operative, reliable and cost effective work performance of the team. • Work actively to ensure that a safe working practice is followed by all personnel. 		
Deputy tasks: <ul style="list-style-type: none"> • Act as Back up Core Team Leader when required as specified in CTL job and position description. 		
MAJOR TASKS: <ul style="list-style-type: none"> • Participate in problem solving within his team's dedicated Main Functions. • Assist all other team-members in execution of work when required. • Ensure together with the other Main Function Trade Responsible that all dedicated main functions are operational and in safe condition according to the new repair principles. • Perform operational activities on dedicated Main Functions as defined. • Participate in trouble-shooting and repairs. • When required purchase of consumables. • Preparation of streams / equipment for inspection / work / maintenance. When required prepare necessary documents for OSV's approval. • Report and ensure feedback to line management regarding non-conformance, incidents and other relevant information. • Responsible for updating of relevant check lists, manuals, drawings, procedures and general documentation within own trade - Main Functions. 		
Competence Requirements: <p>Education:</p> <ul style="list-style-type: none"> ■ The Main Function Trade Responsible will have completed minimum of 2 years education at a Technical or Maritime institute and/or be holding a relevant trade certificate ("Fagbrev"). Other relevant education may also be considered as sufficient as theoretical background. 		



OFFSHORE JOB DESCRIPTION

No :

JOB TITLE: Back Up Core Team Leader		DEP: POD	REPORTS TO: Operational Supervisor
Experience: 5 - 7 years. Min 3 years as senior personnel offshore			
Prepared by:	Name: H Westgård	Date: 19.03.97	Sign:
Department Manager	Name: T Bergan	Date: 19.03.97	Sign:
Approved by: FOD Manager	Name: G W Syslak	Date: 19.03.97	Sign:

OIL TEAM (FOI)
FIELD OPERATOR 1/DAY (FO1/DAY)



POSITION DESCRIPTION

No :


JOB TITLE: FIELD OPERATOR 1 Day	TEAM.: OIL TEAM	SECONDARY TEAM:
MAIN FUNCTION TRADE RESPONSIBLE FOR: Main Function 3: FRØY M35 Gas & Oil Main Function 13: FRØY & LF gas compression Main Function 15: FUEL GAS CC Main Function 17: METERING & LABORATORY		
DEPUTY MAIN FUNCTION TRADE RESPONSIBLE FOR:		
<p>OPERATIONAL TASKS: The following listed activities of operational tasks shall be considered as a guide line. Additional tasks shall be performed according to operational needs and requests.</p> <p>Local operation of equipment.</p> <ul style="list-style-type: none">- Accomplish work according to operational needs or based on request from CCR and assist when required.- Skimming oil from CV 630.- Assist Mech. during tube plugging adjustment of cyclones, draining and close valves.- Methanol injection on request.- Draining of compressor before start-up.- Operate block valves for residual gas LF when changing compressor. <p>Trouble shooting, clearing of alarms, etc</p> <ul style="list-style-type: none">- Trouble shooting and check according to operational needs or on request from CCR. <p>Hand over</p> <ul style="list-style-type: none">- Verbal hand over after shift.- Findings and status/deviations shall be reported to CRIS/OPTIMIS . <p>Test running for function optimization</p> <ul style="list-style-type: none">- Perform different activities related to test program. <p>Pig operation</p> <ul style="list-style-type: none">- Pig operation according to procedure in Operational Handbook. <p>Documented area check ("Skriverunder")</p> <ul style="list-style-type: none">- According to program in CRIS. <p>Order and restore stock</p> <ul style="list-style-type: none">- Refill correct chemicals from transport tanks to storage. <p>Cleaning</p> <ul style="list-style-type: none">- Area responsible for process areas.- Assist team members in other areas when required. <p>Function training of personnel (OJT)</p> <ul style="list-style-type: none">- According to OJT program. <p>Operational first degree</p> <ul style="list-style-type: none">- According to check list in CRIS.		




POSITION DESCRIPTION

No :

JOB TITLE: FIELD OPERATOR 1 Day		TEAM: OIL TEAM		SECONDARY TEAM:
<p>Interventions</p> <ul style="list-style-type: none"> - Prepare Authorisation for Work - Mechanical isolation and labelling. - N₂ purging. - Follow up blinding, steaming and Authorisation for work on production system. (AFW) - Sign Work Permit to allow intervention on production system - Act as general resource person during intervention - Approval for entry to closed space - Process follow up during work. - Inspect and accept closing of vessels - Pressure / leak test - Filling up liquid - Remove labeling and deisolate - Approve equipment ready for start up after intervention - Assist CCR with start up. <p>Reporting</p> <ul style="list-style-type: none"> - Findings and status/deviations shall be reported to CRIS/OPTIMIS 				
COMMENTS:				
Prepared by:	Name:	Date:	Sign:	
	V. Øverstad	06.03.97		
Verified by:	Name:	Date:	Sign:	
OSV:	H. Westgård	16.03.97		
Approved by:	Name:	Date:	Sign:	
OFM / PM:	J. Holtermann	16.03.97		

		2 WEEKLY CHECK/LOG LEAK RATE METHANOL CV5 CABINETE		No.: F041		POSITION FO1/DAY GAS&COND	
Equipment	Activities	TAG	Sign.	Date	Comments		
COLUMN 5	CHECK OF ALARM C5						
	FLUSHING CABINET WITH WATER IN C5	CV5					
	LOG LEAKAGE RATE FROM EAST FRIGG UMBILICAL						

		DAILY DOCUMENTED AREA CHECK		No.: F037		POSITION	FO1/DAY OIL TEAM
Equipment	Activities	TAG	Sign.	Date	Comments		
Vessels	Check for abnormalities as leaks etc. Confirm with CCR correct operational level	CV630					
		CV601A/B					
		CV602A/B					
		CV603					
		CV604					
		CV605					
		CV626					
		CV628					
	Drain standpipes	CV628					
Pumps	Check for abnormalities as leaks and vibration.	CP618A/B					
		CP609A/B					
		CP620A/B					
		50X07 P01A/B					
Heat exchangers	Check for abnormalities as leaks etc.	CE603					
		CE604					
		CE605					
		CE601A/B					
		CE602 A/B					
		CE607					
Hydrocyclones	Check for abnormalities as leaks etc.	CV658					
		CV659					
Compressors	Check for abnormalities as noise,vibration,temperature,leaks	K601A/B					
		K602 A/B					
		K603/604					
Chemicals	Check chemical injection flow rate, Check for abnormalities as leaks etc.	CQ608					
Pig traps	Check for abnormalities as leaks etc. Keep traps at zero bar	CM601					
		CM602					

OIL TEAM (FOI)
FIELD OPERATOR 1/NIGHT(FO1/NIGHT)



POSITION DESCRIPTION

No :


JOB TITLE: FIELD OPERATOR 1 Night	TEAM: OIL TEAM	SECONDARY TEAM:
MAIN FUNCTION TRADE RESPONSIBLE FOR: Main Function 3: FRØY M35 Gas & Oil Main Function 13: FRØY & LF gas compression Main Function 15: FUEL GAS CC Main Function 17: METERING & LABORATORY		
DEPUTY MAIN FUNCTION TRADE RESPONSIBLE FOR:		
OPERATIONAL TASKS: The following listed activities of operational tasks shall be considered as a guide line. Additional tasks shall be performed according to operational needs and requests. Local operation of equipment. - Accomplish work according to operational needs or based on request from CCR and assist when required.. - Skimming oil from CV 630. - Assist Mech. during tube plugging adjustment of cyclones, draining and close valves. - Methanol injection on request. - Draining of compressor before start-up. - Operate block valves for residual gas LF when changing compressor. Trouble shooting, clearing of alarms, etc - Trouble shooting and check according to operational needs or on request from CCR. Hand over - Verbal hand over after shift. - Findings and status/deviations shall be reported to CRIS/OPTIMIS . Test running for function optimization - Perform different activities related to test program. Pig operation - Pig operation according to procedure in Operational Handbook. Collect samples for analyses - Collect samples from CV 628 & CV 626 daily. - Collect samples on request: CV630, CV658 & CV659 - Change liquid sampler at 2400 for Frostpipe and reset computer on behalf of laboratory. Documented area check ("Skriverunder") - According to program in CRIS. Order and restore stock - Refill correct chemicals from transport tanks to storage. Cleaning - Area responsible for process areas. - Assist team members in other areas when required. Function training of personnel (OJT) - According to OJT program.		



POSITION DESCRIPTION

No :


JOB TITLE: FIELD OPERATOR 1 Night		TEAM:. OIL TEAM		SECONDARY TEAM:
<p>Operational first degree</p> <ul style="list-style-type: none"> - According to check list in CRIS. <p>Interventions</p> <ul style="list-style-type: none"> - Prepare Authorisation for Work - Mechanical isolation and labelling. - N₂ purging. - Follow up blinding, steaming and Authorisation for work on production system. (AFW) - Sign Work Permit to allow intervention on production system - Act as general resource person during intervention. - Approval for entry to closed space - Process follow up during work. - Inspect and accept closing of vessels - Pressure / leak test - Filling up liquid - Remove labeling and deisolate - Approve equipment ready for start up after intervention - Assist CCR with start up. <p>Reporting</p> <ul style="list-style-type: none"> - Findings and status/deviations shall be reported to CRIS/OPTIMIS 				
COMMENTS:				
Prepared by:	Name:	Date:	Sign:	
	V.Øverstad	16.03.97		
Verified by:	Name:	Date:	Sign:	
OSV:	H. Westgård	16.03.97		
Approved by:	Name:	Date:	Sign:	
OFM / PM:	J. Holtermann	16.03.97		

 DAILY DOCUMENTED AREA CHECK		No.: F001		POSITION FO1/NIGHT OIL TEAM	
Equipment	Activities	TAG	Sign.	Date	Comments
Vessels	Check for abnormalities as leaks etc. Confirm with CCR correct operational level	CV630			
		CV601A/B			
		CV602A/B			
		CV603			
		CV604			
		CV605			
		CV626			
		CV6			
		CV628			
	Drain standpipes	CV628			
Pumps	Check for abnormalities as leaks and vibration.	CP618A/B			
		CP609A/B			
		CP620A/B			
		50X07 P01A/B			
Heat exchangers	Check for abnormalities as leaks etc.	CE603			
		CE604			
		CE605			
		CE601A/B			
		CE602 A/B			
		CE607			
Hydrocyclones	Check for abnormalities as leaks etc.	CV658			
		CV659			
Compressors	Check for abnormalities as noise, vibration, temperature, leaks	K601A/B			
		K602 A/B			
		K603/604			
Chemicals	Check chemical injection flow rate, Check for abnormalities as leaks etc.	CQ608			
Pig traps	Check for abnormalities as leaks etc. Keep traps at zero bar	CM601			
		CM602			
Oil	Sample	CV628	kl. 0600		
		CV605	kl. 0600		
Produced water	Sample	CV628	kl. 0600		

2 WEEKLY CHECK BLOCK VALVES/PADLOCKS PSV'S				F005	POSITION		FO1/NIGHT OIL TEAM	
Signature				Date				
System	Zone	TAG	✓	System	Zone	TAG	✓	
OIL TO HEATER CE607	35	PSV CE607-01A		RECYC COND METER	35	PSV CV605-06B		
OIL TO HEATER CE607	35	PSV CE607-01B		Fra PROVER LOOP	35	PSV CV605-07		
HEATING MEDIUM	35	PSV CE615-01		GAS SEP CV626	35	PSV CV626-01A		
PIG REC CM601	35	PSV CM601-01		GAS SEP CV626	35	PSV CV626-01B		
PIG REC CM602	35	PSV CM602-01		GAS TRAIN A&Bheader	35	PSV CV626-02A		
CHEM INJ(PROCESS)	35	PSV CP647A-01		GAS TRAIN A&B header	35	PSV CV626-02B		
CHEM INJ(PROCESS)	35	PSV CP647B-01		GAS TRAIN A&B header	35	PSV CV626-03A		
CHEM INJ(PROCESS)	35	PSV CP648A-01		GAS TRAIN A&B header	35	PSV CV626-03B		
CHEM INJ(PROCESS)	35	PSV CP648B-01		FRØY GAS sampling	35	PSV CV626-04		
CHEM INJ(PROCESS)	35	PSV CP649A-01		OIL 1ST SEP CV628	35	PSV CV628-01A		
CHEM INJ(PROCESS)	35	PSV CP649B-01		OIL 1ST SEP CV628	35	PSV CV628-01B		
CHEM INJ(PROCESS)	35	PSV CP650A-01		FRØY OIL METERING	35	PSV CV628-02A		
CHEM INJ(PROCESS)	35	PSV CP650B-01		FRØY OIL METERING	35	PSV CV628-02B		
CHEM INJ(PROCESS)	35	PSV CP651A-01		FRØY OIL METERING	35	PSV CV628-02C		
CHEM INJ(PROCESS)	35	PSV CP651B-01		FRØY OIL METERING	35	PSV CV628-04		
CHEM INJ(PROCESS)	35	PSV CP652A-01		FRØY flash gas metering	35	PSV CV628-05		
CHEM INJ(PROCESS)	35	PSV CP652B-01		FRØY OIL METERING	35	PSV CV628-06A		
FRØY OIL METERING	35	PSV CP656A-01		FRØY OIL METERING	35	PSV CV628-06B		
FRØY OIL METERING	35	PSV CP656B-01		FRØY OIL METERING	35	PSV CV628-06C		
RECYC COND METER	35	PSV CP658-01A		FRØY OIL METERING	35	PSV CV628-07A		
RECYC COND METER	35	PSV CP658-01B		FRØY OIL METERING	35	PSV CV628-07B		
RECYC COND METER	35	PSV CV605-02A		FRØY OIL METERING	35	PSV CV628-07C		
RECYC COND METER	35	PSV CV605-02B		FRØY OIL METERING	35	PSV CV628-08A		
RECYC COND METER	35	PSV CV605-03		FRØY OIL METERING	35	PSV CV628-08B		
RECYC COND METER	35	PSV CV605-04A		FRØY OIL METERING	35	PSV CV628-08C		
RECYC COND METER	35	PSV CV605-04B		LIQUID prover loop	35	PSV CV628-09		
RECYC COND METER	35	PSV CV605-05A		Prod water degas drum	35	PSV CV630-01A		
RECYC COND METER	35	PSV CV605-05B		Prod water degas drum	35	PSV CV630-01B		
RECYC COND METER	35	PSV CV605-06A		HYDROCYCLON CQ601	35	PSV CV658-06		
				HYDROCYCLON CQ606	35	PSV CV659-06		

2 WEEKLY CHECK BLOCK VALVES/PADLOCKS BDV'S				F006	POSITION		FO1/NIGHT OIL TEAM
Signature				Date			
System	Zone	TAG	✓	System	Zone	TAG	✓
FRØY GAS	35	BDV CM602.02					
FRØY GAS	35	BDV CV626.04					
FRØY GAS	35	BDV CV626.07					
FRØY GAS	35	BDV CV626.08					
FRØY OLJE	35	BDV CV628.04					

2 WEEKLY CHECK BLOCK VALVES/PADLOCKS BDV'S			F007	POSITION		FO1/NIGHT OIL TEAM	
Signature				Date			
System	Zone	TAG	✓	System	Zone	TAG	✓
FRØY GAS	35	BDV CE601A.01					
FRØY GAS	35	BDV CE601B.01					
FRØY GAS	35	BDV CE602A.01					
FRØY GAS	35	BDV CE602B.01					


 6 MONTHLY MOVING AND LUBRICATION OF VALVES		No.: F008		POSITION FO1/NIGHT OIL TEAM	
Equipment	Activities	TAG	Sign.	Date	Comments
Valves	Move and grease ESDV	CV601B.02			
		CE602B.02			
	Move and grease PCV	K601B.08			
		K602B.08			
		CP627.01B.			
	Move and grease SDV	CV601B.01.			
	Move and grease LCV	CV601B.01			
		CV602B.01.			
	Move and grease FCV	K601B.01.			
	Move and grease TCV	CE601B.01			
		CE602B.01.			
	Function test of ESDV's to ensure closing when required. If not confirmed operated in meantime see attached list.				


2 WEEKLY CHECK BLOCK VALVES/PADLOCKS PSV'S				F011	POSITION		FO1/NIGHT OIL TEAM
Signature				Date			
System	Zone	TAG	✓	System	Zone	TAG	✓
GAS TRAIN A HEADER	35	PSV CE601A-02					
GAS TRAIN B HEADER	35	PSV CE601B-02					
GAS TRAIN A HEADER	35	PSV CE602A-02					
GAS TRAIN B HEADER	35	PSV CE602B-02					
GAS SCRUB CV601A	35	PSV CV601A-01					
GAS SCRUB CV601B	35	PSV CV601B-01					
GAS SCRUB CV602A	35	PSV CV602A-01					
GAS SCRUB CV602B	35	PSV CV602B-01					

2 WEEKLY CHECK BLOCK VALVES/PADLOCKS PSV'S				F012	POSITION		FO1/NIGHT OIL TEAM	
Signature					Date			
System	Zone	TAG	✓	System	Zone	TAG	✓	
Fuel gas	1	PSV CE3.1						
Fuel gas	1	PSV CE3.2		FG SCRUBBER CV605	35	PSV CV605-01A		
Fuel gas	1	PSV CV6.10		FG SCRUBBER CV605	35	PSV CV605-01B		
Fuel gas	1	PSV CV6.11		FG STAL LAVAL A	40	50TSV60-2		
Diesel fuel	6	PSV CV10.1		FG STAL LAVAL A	40	50TSV60-3		
FG HEATER	32	50PSV11-2		FG STAL LAVAL A	40	50TSV60-4		
FG HEATER	32	50PSV11-4		FG STAL LAVAL A	40	50TSV60-5		
FG HEATER A	32	50PSV20-2		FG STAL LAVAL B	40	50TSV61-2		
HW TANK A	32	50PSV20-5		FG STAL LAVAL B	40	50TSV61-3		
FG HEATER B	32	50PSV21-2		FG STAL LAVAL B	40	50TSV61-4		
HW TANK B	32	50PSV21-5		FG STAL LAVAL B	40	50TSV61-5		
FG SEP. A.	32	50PSV30-6		LF Fuel gas	43	PSV CE504.01		
FG SEP. A	32	50PSV30-7		LF Fuel gas	43	PSV CE505.01		
FG SEP. B	32	50PSV31-6		LF Fuel gas compr	43	PSV CE521.01		
FG SEP. B	32	50PSV31-7		LF Fuel gas compressor	43	PSV CP520.01		
PURGE GAS DISTRIB	35	PSV CE604-01A		LF Fuel compr lube oil	43	PSV CP521.01		
PURGE GAS DISTRIB	35	PSV CE604-01B		LF Fuel gas system	43	PSV CV504.01		
LUBE OIL(FG COMPR)	35	PSV CP629A-01		LF Fuel gas system	43	PSV CV504.02		
LUBEOIL(FG COMPR)	35	PSV CP629B-01		LF Fuel gas compressor	43	PSV K504.01		
FG SCRUBBER CV603	35	PSV CV603-01A		LF Fuel gas compressor	43	PSV K504.02		
FG SCRUBBER CV603	35	PSV CV603-01B		LF Fuel gas compressor	43	PSV K504.10		
FG SCRUBBER CV604	35	PSV CV604-01A		LF Fuel gas compressor	43	PSV K504.11		
FG SCRUBBER CV604	35	PSV CV604-01B		LF Fuel gas compressor	43	PSV K505.01		
				LF Fuel gas compressor	43	PSV K505.02		

2 WEEKLY CHECK BLOCK VALVES/PADLOCKS BDV/E			F013	POSITION		FO1/NIGHT OIL TEAM	
Signature				Date			
System	Zone	TAG	✓	System	Zone	TAG	✓
Comp. FG	32	50ESDV11.1					
Comp. FG	32	50ESDV11.3					
FRØY FG	35	BDV CV605.01					
LF FG HEAT EXCHANGER	43	BDV CE506. 01					

2 WEEKLY CHECK BLOCK VALVES/PADLOCKS ESDV'S				F014	POSITION		FO1/NIGHT OIL TEAM	
Signature					Date			
System	Zone	TAG	✓	System	Zone	TAG	✓	
HP FG comp.	32	50ESDV16-1						
HP FG comp.	32	50ESDV11-5						
HP FG comp.	32	50ESDV11-7						
LF fuel gas	43	ESDV503-03						

 3 MOONTHLY STANDPIPE MAINT.		No.: F034		POSITION FO1/NIGHT OIL TEAM	
Equipment	Activities	TAG	Sign.	Date	Comments
Vessels and chemical inj. package	Standpipe maintenace. Moving of manual operated valves and check for leaks.	CV630			
		CV601A/B			
		CV602A/B			
		CV603			
		CV604			
		CV605			
		CV626			
		CV628			
		CQ608			
		CV628			
Heat exchangers cyclons and pig traps	Moving of manual operated valves and check for leaks	CE603			
		CE604			
		CE605			
		CE601A/B			
		CE602 A/B			
		CE607			
		CQ601			
		CQ606			
		CM601			
		CM602			
Compressors	Moving of manual operated valves and check for leaks, noise, vibration, pressure etc.	K601A/B			
		K602 A/B			
		K603/604			

 6 MONTHLY STANDPIPE MAINT. INCL. GREASING		No.: F038		POSITION FO1/NIGHT OIL TEAM	
Equipment	Activities	TAG	Sign.	Date	Comments
Vessels and chemical inj. package	Standpipe maintenace. Moving of manual operated valves and check for leaks. Lubricate all manual isolation valves	CV630			
		CV601A/B			
		CV602A/B			
		CV603			
		CV604			
		CV605			
		CV626			
		CV628			
		CQ608			
		CV628			
Heat exchangers cyclons and pig traps	Moving of manual operated valves and check for leaks. Lubricate all manual isolation valves	CE603			
		CE604			
		CE605			
		CE601A/B			
		CE602 A/B			
		CE607			
		CQ601			
		CQ606			
		CM601			
		CM602			
Compressors	Moving of manual operated valves and check for leaks, noise, vibration, pressure etc.	K601A/B			
		K602 A/B			
		K603/604			
VALVES	FUNCTION TEST OF ESDV'S TO ENSURE CLOSING WHEN REQUIRED, IF NOT CONFIRM OPERATED IN MEANTIME	ALL			

OIL TEAM (FOI)
FIELD OPERATOR 2/DAY (FO2/DAY)



POSITION DESCRIPTION

No :


JOB TITLE: FIELD OPERATOR 2 Day	TEAM.: OIL TEAM	SECONDARY TEAM:
MAIN FUNCTION TRADE RESPONSIBLE FOR: Main Function 5: TCP2 OIL EXPORT Main Function 16: POWER GENERATION & DISTRUBUTION Main Function 20: LIFTING & COLUMN EQUIPMENT Main Function 22: PROCESS UTILITY Main Function 23: SAFETY & CONTROL SYSTEM		
DEPUTY MAIN FUNCTION TRADE RESPONSIBLE FOR: DEPUTY CTL - CORE TEAM Main Function 10: ALWYN & TP1 PROCESS Main Function 24: COMMON UTILITY Main Function 25: SECONDARY STRUCTURE		
OPERATIONAL TASKS: The following listed activities of operational tasks shall be considered as a guide line. Additional tasks shall be performed according to operational needs and requests. Local operation of equipment. <ul style="list-style-type: none">- Accomplish work according to operational needs or based on request from CCR and assist when required.- Draining Plenty Unit during change.- Start/stop Sulzer compressor for N2 when required.- Start CP3 and check sump content.- Perform Make up of Heating medium, Cooling water.- Adjustment of N2 and pilot gas to flare. Trouble shooting, clearing of alarms, etc <ul style="list-style-type: none">- Trouble shooting and check according to operational needs or on request from CCR.- Reset alarms in LER Hand over <ul style="list-style-type: none">- Verbal hand over after shift.- Findings and status/deviations shall be reported to CRIS/OPTIMIS .- Verbal hand over to / from Deputy CTL Test running for function optimization <ul style="list-style-type: none">- Perform different activities related to test program. Pig operation <ul style="list-style-type: none">- Pig operation according to procedure in Operational Handbook. Documented area check ("Skriverunder") <ul style="list-style-type: none">- According to program in CRIS. Collect samples for analyses, not lab. work <ul style="list-style-type: none">- Spot sampling water treatment- Adding chemicals in Cooling/Heating water systems according to lab analyses and program. Order and restore stock <ul style="list-style-type: none">- Assist warehouse man with chemicals and refill storage tanks. Cleaning <ul style="list-style-type: none">- Area responsible for process areas.- Assist team members in other areas when required.		




POSITION DESCRIPTION

No :

JOB TITLE: FIELD OPERATOR 2 Day		TEAM:. OIL TEAM		SECONDARY TEAM:	
<p>Function training of personnel (OJT)</p> <ul style="list-style-type: none"> - According to OJT program. <p>Operational first degree</p> <ul style="list-style-type: none"> - According to check list in CRIS. <p>Interventions</p> <ul style="list-style-type: none"> - Prepare Authorisation for Work - Mechanical isolation and labelling. - N₂ purging. - Follow up blinding, steaming and Authorisation for work on production system. (AFW) - Sign Work Permit to allow intervention on production system - Act as general resource person during intervention - Approval for entry to closed space - Process follow up during work. - Inspect and accept closing of vessels - Pressure / leak test - Filling up liquid - Remove labeling and deisolate - Approve equipment ready for start up after intervention - Assist CCR with start up. <p>Reporting</p> <ul style="list-style-type: none"> - Findings and status/deviations shall be reported to CRIS/OPTIMIS 					
COMMENTS:					
Prepared by:	Name:	Date:	Sign:		
	V. Øverstad	16.03.97			
Verified by:	Name:	Date:	Sign:		
OSV:	H. Westgård	16.03.97			
Approved by:	Name:	Date:	Sign:		
OFM / PM:	J. Holtermann	16.03.97			

 DAILY DOCUMENTED AREA CHECK		No.: F003		POSITION FO2/DAY OIL TEAM	
Equipment	Activities	TAG	Sign.	Date	Comments
Vessels	Check for abnormalities as leaks etc. Check and confirm with CCR correct operational level	CV629			
		CV503			
		PLENTY UNIT			
		CV660			
		CV661			
	Drain standpipes	CV661			
Pumps	Check for abnormalities as leaks and vibration.	CP503A/B/C			
		CP605A/B/C			
		58P02A/B			
		58P04A/B			
		CP653A/B			
	Start pump and check for HC	CP 3			
N2 Units	Check for abnormalities as noise,vibration,temperature,leaks and pressure	Q16			
		Q19			
Flare	Adjustment of N2 and pilot gas to flare	TP-1			
		TCP-1			
CO2 line	Drain CO2 line to CSP24				

		MONTHLY TEST XCV'S WATER INJ. PACKAGE		No.: F042		POSITION FO2/DAY GAS&COND	
Equipment	Activities	TAG	Sign.	Date	Comments		
WATER INJECTION	CHECK OPERATION OF XCV-VALVES ON WATER INJECTION PACKAG	ALL					

OIL TEAM (FOI)
FIELD OPERATOR 2/NIGHT(FO2/NIGHT)



POSITION DESCRIPTION

No :


JOB TITLE: FIELD OPERATOR 2 NIGHT	TEAM: OIL TEAM	SECONDARY TEAM:
MAIN FUNCTION TRADE RESPONSIBLE FOR: Main Function 5: TCP2 OIL EXPORT Main Function 16: POWER GENERATION & DISTRUBUTION Main Function 20: LIFTING & COLUMN EQUIPMENT Main Function 22: PROCESS UTILITY Main Function 23: SAFETY & CONTROL SYSTEM		
DEPUTY MAIN FUNCTION TRADE RESPONSIBLE FOR: DEPUTY CTL - CORE TEAM Main Function 10: ALWYN & TP1 PROCESS Main Function 24: COMMON UTILITY Main Function 25: SECONDARY STRUCTURE		
OPERATIONAL TASKS: The following listed activities of operational tasks shall be considered as a guide line. Additional tasks shall be performed according to operational needs and requests. Local operation of equipment. <ul style="list-style-type: none"> - Accomplish work according to operational needs or based on request from CCR and assist when required. - Draining Plenty Unit during change. - Start/stop Sulzer compressor for N2 when required. - Start CP3 and check sump content. - Perform Make up of Heating medium, Cooling water. - Adjustment of N2 and pilot gas to flare. Trouble shooting, clearing of alarms, etc <ul style="list-style-type: none"> - Trouble shooting and check according to operational needs or on request from CCR. - Reset alarms in LER Hand over <ul style="list-style-type: none"> - Verbal hand over after shift. - Findings and status/deviations shall be reported to CRIS/OPTIMIS . - Verbal hand over to / from Deputy CTL Test running for function optimization <ul style="list-style-type: none"> - Perform different activities related to test program. Pig operation <ul style="list-style-type: none"> - Pig operation according to procedure in Operational Handbook. Documented area check ("Skriverunder") <ul style="list-style-type: none"> - According to program in CRIS. Collect samples for analyses <ul style="list-style-type: none"> - Adding chemicals in Cooling/Heating water systems according to lab analyses and program - Water sample from CV629 - Grabber sample bottle oil export replacement and computer reset at 2300 Order and restore stock <ul style="list-style-type: none"> - Assist warehouse man with chemicals and refill storage tanks. Cleaning <ul style="list-style-type: none"> - Area responsible for process areas. - Assist team members in other areas when required. 		





POSITION DESCRIPTION


No :

JOB TITLE: FIELD OPERATOR 2 NIGHT		TEAM: OIL TEAM		SECONDARY TEAM:	
<p>Function training of personnel (OJT)</p> <ul style="list-style-type: none"> - According to OJT program. <p>Operational first degree</p> <ul style="list-style-type: none"> - According to check list in CRIS. <p>Interventions</p> <ul style="list-style-type: none"> - Prepare Authorisation for Work - Mechanical isolation and labelling. - N₂ purging. - Follow up blinding, steaming and Authorisation for work on production system. (AFW) - Sign Work Permit to allow intervention on production system - Act as general resource person during intervention - Approval for entry to closed space - Process follow up during work. - Inspect and accept closing of vessels - Pressure / leak test - Filling up liquid - Remove labeling and deisolate - Approve equipment ready for start up after intervention - Assist CCR with start up. <p>Reporting</p> <ul style="list-style-type: none"> - Findings and status/deviations shall be reported to CRIS/OPTIMIS 					
COMMENTS:					
Prepared by:	Name:	Date:	Sign:		
	V. Øverstad	16.03.97			
Verified by:	Name:	Date:	Sign:		
OSV:	H. Westgård	16.03.97			
Approved by:	Name:	Date:	Sign:		
OFM / PM:	J. Holtermann	16.03.97			

 DAILY DOCUMENTED AREA CHECK		No.: F002		POSITION FO2/NIGHT OIL TEAM	
Equipment	Activities	TAG	Sign.	Date	Comments
Vessels	Check for abnormalities as leaks etc. Check and confirm with CCR correct operational level	CV629			
		CV503			
		PLENTY UNIT			
		CV660			
		CV661			
		58T01			
		CV517			
		V47			
		CV7			
		CSP24			
		67B01			
		CV226			
		CV616			
		CV55			
		58S01A/B			
	Drain standpipes	CV629			
Pumps	Check for abnormalities as leaks and vibration.	CP503A/B/C			
		CP605A/B/C			
		58P02A/B			
		58P04A/B			
		CP615			
		CP653A/B			
	Start pump and check for HC	CP 3			
N2 Units	Check for abnormalities as noise,vibration,temperature,leaks and pressure	Q16			
		Q19			
Heat exchangers	Check for abnormalities as leaks and air	58E01A1/2/3/4			
Flare	Adjustment of N2 and pilot gas to flare	TP-1			
		TCP-1			
Grab sampling	Change grab sampling cylinder			kl.2330	
CO2 line	Drain CO2 line to CSP24				
Drain system	Samples	CV660		kl.0600	
Drain system	Samples	CV13		kl.0600	

		WEEKLY DOCUMENTED AREA CHECK		No.: F004		POSITION FO2/NIGHT OIL TEAM	
Equipment	Activities	TAG	Sign.	Date	Comments		
Waste Heat	Take samples, downstream	CP517A/B/C					
Water	Take samples, water outlet	CV629					
Cooling water	Take samples	Zone 43CD					

 3 MONTHLY STANDPIPE MAINT.		No.: F009		POSITION FO2/NIGHT OIL TEAM	
Equipment	Activities	TAG	Sign.	Date	Comments
VESSELS	STAND PIPE MAINTENANCE CHECK OF LEVEL GLASSES (BALL VALVES ON LG'S)	CV629			
	MOVING OF MANUAL OPERATED VALVES.	CV503			
	CHECK THAT TRACE HEATING IS OPERATIONAL	PLENTY UNIT			
		CV660			
		CV661			
		58T01			
		58T02			
		CV516			
		CV517			
		CV7			
		CV226			
		67B01			
		CSP24			
		CV226			
		CV616			
		CV55			
	V47				
PUMPS	GREASE BEARING AND CHECK SUCTION STRAINER	CP58P05A/B			
NITROGEN SYSTEM	CONTROL OF N2 STATIONS				
	-MOVING VALVES				
	-CHECK FOR CORROSION				
	-CHECK FUNCTIONING OF HOSE REELS				
	-CHECK READING ON ALL GAUGES				
	CONTROL OF ALL FLEXIBLE HOSES				

 6 MONTHLY STANDPIPE MAINT. INCL. GREASING		No.: F010		POSITION FO2/NIGHT OIL TEAM	
Equipment	Activities	TAG	Sign.	Date	Comments
VESSELS	STAND PIPE MAINTENANCE CHECK OF LEVEL GLASSES (BALL VALVES ON LG'S)	CV629			
	MOVING OF MANUAL OPERATED VALVES.	CV503			
	CHECK THAT TRACE HEATING IS OPERATIONAL	PLENTY UNIT			
	GREASE/LUBRICATION OF ALL VALVES	CV660			
	LUBRICATE HINGES ON CABINETS AND LOCK BOLTS	CV661			
		58T01			
		58T02			
		CV516			
		CV517			
		CV7			
		CV226			
		67B01			
		CSP24			
		CV226			
		CV616			
		CV55			
		V47			
PUMPS	GREASE BEARING AND CHECK SUCTION STRAINER	CP58P05A/B			
NITROGEN SYSTEM	CONTROL OF N2 STATIONS				
	-MOVING VALVES				
	-CHECK FOR CORROSION				
	-CHECK FUNCTIONING OF HOSE REELS				
	-CHECK READING ON ALL GAUGES				
	CONTROL OF ALL FLEXIBLE HOSES				
	LUBRICATION OF VALVES				
VALVES	FUNCTION TEST OF ESDV'S TO ENSURE CLOSING WHEN REQUIRED, IF NOT CONFIRM OPERATED IN MEANTIME	ALL			
	MOVE MANUAL PUMPS FOR ESDV. CHECK OIL LEVEL	ESDV CM3-1			
		ESDV M3-1			
PUMPS	CHECK ORIFICE FOR CL INJECTION	CP37A/B/C			

2 WEEKLY CHECK BLOCK VALVES/PADLOCKS PSV'S				F015	POSITION		FO2/NIGHT OIL TEAM	
Signature				Date				
System	Zone	TAG	✓	System	Zone	TAG	✓	
CM 502	15	PSV CM502.01		INLET TO CV 629	35	PSV CV629-02B		
OIL EXPORT PUMP	35	PSV CP605A-01		Cond sample pump	43	PSV CP512.01		
OIL EXPORT PUMP	35	PSV CP605B-01		Cond. sample pump	43	PSV CP659.01A		
LF COND METERING	35	PSV CV502-08A		Cond	43	PSV CV503.01		
LF COND METERING	35	PSV CV502-08B		Cond	43	PSV CV503.02		
LF COND METERING	35	PSV CV502-10		Prover loop	43	PSV CV503.03		
LF COND METERING	35	PSV CV502-11A		Cond proover cabinet	43	PSV CV503.07A		
LF COND METERING	35	PSV CV502-11B		Cond proover cabinet	43	PSV CV503.07B		
LF COND METERING	35	PSV CV502-12A		Cond proover cabinet	43	PSV CV503.08A		
LF COND METERING	35	PSV CV502-12B		Cond proover cabinet	43	PSV CV503.08B		
LF COND METERING	35	PSV CV502-13A		Cond proover cabinet	43	PSV CV503.09A		
LF COND METERING	35	PSV CV502-13B		Cond proover cabinet	43	PSV CV503.09B		
FRA LIQUID PROVER LOOP	35	PSV CV502-14		Cond. export metering	43	PSV CV503A.01		
FRØY 2nd oil sep. CV 629	35	PSV CV629-01A		Cond. export metering	43	PSV CV503B.01		
FRØY 2nd oil sep. CV 629	35	PSV CV629-01B		Cond. export metering	43	PSV CV503C.02		
INLET TO CV 629	35	PSV CV629-02A		Cond. export metering	43	PSV CV503C.03		
				Cond. export metering	43	PSV CV503C.04		

2 WEEKLY CHECK BLOCK VALVES/PADLOCKS PSV'S				F016	POSITION		FO2/NIGHT OIL TEAM	
Signature				Date				
System	Zone	TAG	✓	System	Zone	TAG	✓	
Waste heat	4	PSV CP516.01		HYDR. SYST.	32	56PSV10-1		
Heat medium	4	PSV CV517.01		HYDR. SYST.	32	56PSV10-2A		
Heat medium	4	PSV CV517.02		HYDR. SYST.	32	56PSV10-2B		
Open drain	10	PSV CP660A.01		AIR RECIVER	42	57PSV13-6		
Open drain	10	PSV CP660B.01		AIR RECIVER	42	57PSV13-7		
Closed drain	12	PSV CP661A.01		AIR RECIVER	42	57PSV15-1		
Closed drain	12	PSV CP661B.01						

2 WEEKLY CHECK BLOCK VALVES/PADLOCKS BDV & E			F017	POSITION		FO2/NIGHT OIL TEAM	
Signature				Date			
System	Zone	TAG	✓	System	Zone	TAG	✓
FRØY OLJE	35	BDV CV629.04					

OIL TEAM (FOI)
MECHANIC 1 (ME1)



POSITION DESCRIPTION

No :


JOB TITLE: MECHANIC 1	TEAM: OIL TEAM	SECONDARY TEAM:
MAIN FUNCTION TRADE RESPONSIBLE FOR: Main Function 3: FRØY M35 Gas & Oil Main Function 5: TCP2 OIL EXPORT Main Function 13: FRØY & LF GAS COMPRESSION Main Function 15: FUEL GAS CC Main Function 16: POWER GENERATION & DISTRIBUTION Main Function 17: METERING & LABORATORY		
DEPUTY MAIN FUNCTION TRADE RESPONSIBLE FOR: 		
OPERATIONAL TASKS: The following listed activities of operational tasks shall be considered as a guide line. Additional tasks shall be performed according to operational needs and requests. Local operation of equipment. - Accomplish work according to operational needs or based on request from CCR and assist when required. Trouble shooting, clearing of alarms, etc - Trouble shooting and check according to operational needs or on request from CCR. - Pay special attention to CP605A/B due to running problems Hand over - Findings and status/deviations shall be reported to CRIS/OPTIMIS . Test running for function optimization - Perform different activities related to test program. Pig operation - Perform pig operation in co-operation with FO according to procedure in Operational Handbook. Documented area check ("Skriverunder") - According to program in CRIS. Collect samples for analyses - Spot sampling lube oil, hydr. Stal Laval. Order and restore stock - Order consumables when required Refill oil - Governor oil & lube oil topping on Stal Laval, etc. Refill of fuel - Transfer V10 (TP1) to CV10 when Stal Laval runs on diesel - Refill day tanks Cleaning - Area responsible for Mechanical areas within Functions - Assist team members in other areas when required. Function training of personnel (OJT) - According to OJT program.		





POSITION DESCRIPTION

No :

JOB TITLE: MECHANIC I	TEAM: OIL TEAM	SECONDARY TEAM:	
<p>Operational first degree</p> <ul style="list-style-type: none"> - According to check list in CRIS. Co-operate with FO in moving/greasing valves. <p>Interventions</p> <ul style="list-style-type: none"> - Prepare WP incl. Appendix - Prepare SJA according to need - Sign Work Permit to allow intervention on utility systems within his Main Functions - Work according to WP/MR or Complaint either as Job Leader or general resource person - Follow up after start up with control and adjustment. - Stand-by during start-up. <p>Reporting</p> <ul style="list-style-type: none"> - Findings and status/deviations shall be reported to CRIS/OPTIMIS 			
COMMENTS:			
Prepared by:	Name: V. Øverstad	Date: 16.03.97	Sign:
Verified by:	Name: H. Westgård	Date: 16.03.97	Sign:
OSV:	Name: J. Holtermann	Date: 16.03.97	Sign:
Approved by:	Name:	Date:	Sign:
OFM / PM:	J. Holtermann	16.03.97	

 DAILY DOCUMENTED AREA CHE		No.: F101		POSITION MECH 1 OIL TEAM	
Equipment	Activities	TAG	Sign.	Date	Comments
ROTATING EQUIPMENT OIL EXPORT PUMP	CHECK CONDITION OF ROTATING EQUIPMENT, CHECK FOR LEAKS, VIBRATION, OIL LEVEL. REFILL OF OIL.	CP605A/B			
COND.BOOSTER PUMP		CP503A/B/C			
OIL TRANSFER PUMP		CP618A/B			
OILY WATER TRANS.PUMP		CP609A/B			
COND. RECYCLE PUMPS		CP620A/B			
METHANOL INJ. PUMP		50X01P01A/B			
DIESEL TANK	Check of diesel oil level. Refill of diesel oil if necessary.	V10			
DIESEL TANK		CV10			
DIESEL TANK		V2A/B			
		53T01			
Stal laval turbines	Check of Stal laval turbines according to checklist in Stal laval control room	52GG01A/B			
Start air compressors	Check oil level, leaks, V-belt	52G01A/B K01			
DIESEL GEN.	Visual check of emergency diesel. Check leaks, preheating, water, oil levels, startair compressor, bottles. Log diesel level	53GD01K01/K02			
DIESEL GEN.	Visual check of emergency diesel gen sef..	DA1			
DIESEL GEN.	Check leaks, preheating, water, oil levels. Log diesel level	DA2			

 DAILY DOCUMENTED AREA CHECK		No.: F102		POSITION MECH 2 OIL TEAM	
Equipment	Activities	TAG	Sign.	Date	Comments
	CHECK MX BOTTLE COMPRESSOR AND PRESSURE IN MX BOTTLES				
	VISUAL CHECK OF BERGESEN HOIST AIR LUBRICATOR	M26/TCP2			
	CHECK AIR COMPRESSOR , OIL LEVEL, WATER PUMPS	CQ22A/B/C			RECORD IN LOGBOOK
	CHECK AIR DRYERS, DELTA PRESSURE OVER FILTER	CQ21			
		CQ23			
	CHECK CONDITION OF ROTATING EQUIPMENT, OIL LEVEL, LEAK, VIBRATION. REFILL OF OIL IF NECESSARY	CP22A/B			
		56X01P01A/B			
		P22			
		Q19			
	CHECK HYDRAULIC OIL TANK AND DRAIN WATER. CHECK OFF-LINE FILTER UNIT	CQ7			
		56X01P01A/B			
		Q7			

		WEEKLY DOCUMENTED AREA CHECK		No.: F103		POSITION MECH 1 OIL TEAM	
Equipment	Activities	TAG	Sign.	Date	Comments		
ROTATING EQUIPMENT	CHECK CONDITION, OIL LEVEL, LEAKS, vibration and noise	K601A/B					
Termodyne compressor	Refill of oil if necessary	K602A/B					
Termodyne compressor		K603/604					
Hot water cirk pump		50X07P01A/B					
Diesel pumps		P8A/B					
Diesel pumps		CP8A/B					

OIL TEAM (FOI)
MECHANIC 2 (ME2)



POSITION DESCRIPTION

No :


JOB TITLE: MECHANIC 2	TEAM:. OIL TEAM	SECONDARY TEAM:
MAIN FUNCTION TRADE RESPONSIBLE FOR: Main Function 20: Lifting / Column Equipment (Valid for Columns below Cellar Deck) Main Function 22: Process Utility		
DEPUTY MAIN FUNCTION TRADE RESPONSIBLE FOR: Deputy for: Core Team Mechanic 1 (Core Team) Main Function 10: Alwyn & TP1 Process Main Function 24: Common Utility Main Function 25: Primary & Secondary Structure Deputy for: Gas & Condensate Team Mechanic 1 (Back up Core Team) Main Function 4: LF Subsea and inlet gas / oil. Main Function 6: EF Subsea and inlet Main Function 9: DP2 inlet Main Function 11: Water injection & gas lift Main Function 12: Gas treatment & Export Main Function 14: CONDENSATE & REINJECTED WATER TCP2 Main Function 19: HVAC		
OPERATIONAL TASKS: The following listed activities of operational tasks shall be considered as a guide line. Additional tasks shall be performed according to operational needs and requests. Local operation of equipment. - Accomplish work according to operational needs or based on request from CCR and assist when required. - Operation of ballast system + de-watering of sump column 1 TCP2 - Operation of winches, located in columns. - Operating of Sputnik compressor. Trouble shooting, clearing of alarms, etc - Trouble shooting and check according to operational needs or on request from CCR. - Columns, temp. and water levels sumps. Hand over - Findings and status/deviations shall be reported to CRIS/OPTIMIS . - Verbal hand over to / from Core Team Mechanic 1 or Gas & Condensate Team Mechanic 1 (Back up Core Team) Test running for function optimization - Perform different activities related to test program. - Test run/inspection together with DNV/Vendor. Local Monitoring of parameters and alarms - Local control room monitoring when operation of ballast system Collect samples for analyses - Spot sampling outside PM program on request. Refill oil, chemicals, methanol, etc - Refill lube oil on winches / hydraulic tank Documented area check ("Skriverunder") - According to program in CRIS. Order and restore stock - Order consumables when required		





POSITION DESCRIPTION


No :

JOB TITLE: MECHANIC 2		TEAM.: OIL TEAM		SECONDARY TEAM:	
<p>Cleaning</p> <ul style="list-style-type: none"> - Area responsible for Mechanical areas. - Assist team members in other areas when required. - Cleaning in columns when needed (work covered on MR) - Area responsible for the columns and mechanical areas within Functions <p>Function training of personnel (OJT)</p> <ul style="list-style-type: none"> - According to OJT program. <p>Operational first degree</p> <ul style="list-style-type: none"> - According to check list in CRIS. Co-operate with FO in moving/greasing valves. <p>Interventions</p> <ul style="list-style-type: none"> - Prepare WP incl. Appendix - Prepare SJA according to need - Sign Work Permit to allow intervention on utility systems within his Main Functions - Work according to WP/MR or Complaint either as Job Leader or general resource person - Follow up after start up with control and adjustment. <p>Reporting</p> <ul style="list-style-type: none"> - Findings and status/deviations shall be reported to CRIS/OPTIMIS 					
COMMENTS:					
Prepared by:		Name:	Date:	Sign:	
		V. Øverstad	16.03.97		
Verified by:		Name:	Date:	Sign:	
OSV:		H. Westgård	16.03.97		
Approved by:		Name:	Date:	Sign:	
OFM / PM:		J. Holtermann	16.03.97		

 DAILY DOCUMENTED AREA CHECK		No.: F102		POSITION MECH 2 OIL TEAM	
Equipment	Activities	TAG	Sign.	Date	Comments
SPUTNIC COMPR/MX BOTTLE	CHECK MX BOTTLE COMPRESSOR AND PRESSURE IN MX BOTTLES				
HOIST	VISUAL CHECK OF BERGESEN HOIST AIR LUBRICATOR	M26/TCP2			
AIR COMPR.	CHECK AIR COMPRESSOR , OIL LEVEL, WATER PUMPS	CQ22A/B/C			RECORD IN LOGBOOK
DRYERS	CHECK AIR DRYERS, DELTA PRESSURE OVER FILTER	CQ21			
DRYERS		CQ23			
HYDR. PUMP	CHECK CONDITION OF ROTATING EQUIPMENT, OIL LEVEL, LEAK, VIBRATION. REFILL OF OIL IF NECESSARY	CP22A/B			
HYDR. TANK		Q7			
HYDR. PUMP		P22			
NITROGEN COMPR.		Q19			
HYDR. TANK	CHECK HYDRAULIC OIL TANK AND DRAIN WATER.	CQ7			
HYDR. PUMP	CHECK OFF-LINE FILTER UNIT	56X01P01A/B			

 WEEKLY DOCUMENTED AREA CHECK		No.: F104		POSITION MECH 2 OIL TEAM	
Equipment	Activities	TAG	Sign.	Date	Comments
HEATING MEDIUM PUMP	CHECK CONDITION OF ROTATING EQUIPMENT, OIL LEVEL, LEAK, VIBRATION. REFILL OF OIL IF NECESSARY	CP517A/B/C			
FLARE K.O DRUM PUMP		CP615A/B			
GEN. COOLING PUMP		CP653A/B			

		6 MONTHLY DOCUMENTED AREA		No.: F105		POSITION MECH 2 OIL TEAM	
Equipment	Activities	TAG	Sign.	Date	Comments		
	GREASE BEARING ON PUMP AND ELECTRO MOTOR.	CP58P05A/B					

		MONTHLY DOCUMENTED AREA		No.: F106		POSITION MECH 2 OIL TEAM	
Equipment	Activities	TAG	Sign.	Date	Comments		
	DRAIN WATER FROM MX BACK-UP AIR BOTTLES						
	GREASING OF DAMPER FOR WASTE HEAT RECOVERING UNIT	CE517A/B					

OIL TEAM (FOI)
EL TECH.1 (EL1)



POSITION DESCRIPTION

No :

JOB TITLE: ELECTRICIAN 1	TEAM: OIL TEAM	SECONDARY TEAM:
MAIN FUNCTION TRADE RESPONSIBLE FOR: Main Function: 16 POWER GENERATION & DISTRUBUTION Main Function 17 METERING & LABORATORY TRADE COORDINATOR WITHIN ELECTRO		
DEPUTY MAIN FUNCTION TRADE RESPONSIBLE FOR:		
OPERATIONAL TASKS: The following listed activities of operational tasks shall be considered as a guide line. Additional tasks shall be performed according to operational needs and requests. Local operation of equipment. - Accomplish work according to operational needs or based on request from CCR and assist when required. - Start & stop of Stal Laval depending of need for power. Trouble shooting, clearing of alarms, etc - Trouble shooting and check according to operational needs or on request from CCR. Hand over (Crew Change) - Findings and status/deviations shall be reported to CRIS/OPTIMIS . Test running for function optimization - Perform different activities related to test program. Documented area check ("Skriverunder") - According to program in CRIS. Collect samples for analyses - Spot sampling when detecting moisture. i.e. in Trafo Order and restore stock - Local stock, order consumables when required. Cleaning - Area responsible forElectrical areas. - Assist team members in other areas when required. Function training of personnel (OJT) - According to OJT program.		



POSITION DESCRIPTION

No :

JOB TITLE: ELECTRICIAN 1		TEAM:. OIL TEAM		SECONDARY TEAM:	
<p>Operational first degree</p> <ul style="list-style-type: none"> - According to check list in CRIS. <p>Interventions</p> <ul style="list-style-type: none"> - Prepare WP incl. Appendix (drawings etc) - Prepare SJA according to need - EIC- issue certificates and de-isolation for work - Sign Work Permit to allow intervention on electrical systems within his Main Functions - Work according to WP/MR or Complaint either as Job Leader or general resource person - Follow up after start up with control and adjustment. <p>Reporting</p> <ul style="list-style-type: none"> - Findings and status/deviations shall be reported to CRIS/OPTIMIS - Upating of EIC log book. 					
COMMENTS:					
Prepared by:		Name:	Date:	Sign:	
		V.Øverstad	16.03.97		
Verified by:		Name:	Date:	Sign:	
OSV:		H. Westgård	16.03.97		
Approved by:		Name:	Date:	Sign:	
OFM / PM:		J. Holtermann	16.03.97		

OIL TEAM (FOI)
EL TECH.2 (EL2)



POSITION DESCRIPTION

No :


JOB TITLE: ELECTRICIAN 2	TEAM: OIL TEAM	SECONDARY TEAM:
MAIN FUNCTION TRADE RESPONSIBLE FOR: Main Function: 3 FRØY M35 GAS / OIL Main Function: 4 LF SUBSEA AND INLET Main Function: 5 TCP2 OIL EXPORT Main Function: 6 EF SUBSEA AND INLET Main Function: 9 DP2 INLET Main Function: 11 WATER INJECTION & GAS LIFT Main Function: 12 GAS TREATMENT AND EXPORT TCP2 Main Function: 13 FRØY & LF GAS COMPRESSION Main Function: 14 CONDENSATE & REINJECTED WATER TCP2 Main Function: 15 FUEL GAS CC		
DEPUTY MAIN FUNCTION TRADE RESPONSIBLE FOR: Deputy for: Core Team El. Tech. 1 (Core Team) Main Function: 10 ALWYN & TP1 PROCESS Main Function: 24 COMMON UTILITY Main Function: 25 PRIMARY & SECONDARY STRUCTURE		
OPERATIONAL TASKS: The following listed activities of operational tasks shall be considered as a guide line. Additional tasks shall be performed according to operational needs and requests. Local operation of equipment. - Accomplish work according to operational needs or based on request from CCR and assist when required.. Trouble shooting, clearing of alarms, etc - Trouble shooting and check according to operational needs or on request from CCR. Hand over (Crew Change) - Findings and status/deviations shall be reported to CRIS/OPTIMIS . - Verbal hand over to / from Core Team El. Tech. 1 Documented area check ("Skriverunder") - According to program in CRIS. Order and restore stock - Local stock, order consumables when required. Cleaning - Area responsible forElectrical areas. - Assist team members in other areas when required. Function training of personnel (OJT) - According to OJT program. Operational first degree - According to check list in CRIS.		



POSITION DESCRIPTION

No :

JOB TITLE: ELECTRICIAN 2		TEAM.: OIL TEAM		SECONDARY TEAM:	
<p>Interventions</p> <ul style="list-style-type: none"> - Prepare WP incl. Appendix (drawings etc) - Prepare SJA according to need - EIC- issue certificates and de-isolation for work - Sign Work Permit to allow intervention on electrical systems within his Main Functions - Work according to WP/MR or Complaint either as Job Leader or general resource person - Follow up after start up with control and adjustment. <p>Reporting</p> <ul style="list-style-type: none"> - Findings and status/deviations shall be reported to CRIS/OPTIMIS 					
COMMENTS:					
Prepared by:		Name:	Date:	Sign:	
		V. Øverstad	16.03.97		
Verified by:		Name:	Date:	Sign:	
OSV:		H. Westgård	16.03.97		
Approved by:		Name:	Date:	Sign:	
OFM / PM:		J. Holtermann	16.03.97		

		DAILY DOCUMENTED AREA CHECK		No.: F301		POSITION EL.TECH 2 OIL TEAM	
Equipment	Activities	TAG	Sign.	Date	Comments		
QP	CHARGER 110V						
	CHARGER/UPS 220V						
	NAV AIDS 3-15 MILES						
	220V SUPPLY LIFEBOATS						
	HEATING/BAT.CHARGE						
	MCC						
TP1	CHARGER 24/110V						
	CHARGER/UPS 220V						
	EARTHFAULT DB8						
	EARTHFAULT TRACE HEATING						
	220V SUPPLY LIFEBOATS						
	MCC						
TCP2-T	CHARGER 24/110V						
	CHARGER/UPS 220V						
	EARTHFAULT DB9						
	EARTHFAULT TRACE HEATING						
	MCC						
TCP2-C	MCC7EMERG MCC						
	CHA						
	CHARGER 24/110V/UPS 220V						
	HEATING/CONTROL PANEL FOR EMERGENCY DIESEL GENERATOR						
	EARTHFAULT LIGHT PANELS						
	EARTHFAULT TRACE HEATING						
	LOG BOOK STAL LAVAL						
	CHECK PRINTERS						
TCP2-M35	CHARGERS/UPS						
	MCC						
	BAG-UNITS						

OIL TEAM (FOI)
EL TECH.3 (EL3)



POSITION DESCRIPTION

No :

JOB TITLE: ELECTRICIAN 3	TEAM: OIL TEAM	SECONDARY TEAM: CORE TEAM	
MAIN FUNCTION TRADE RESPONSIBLE FOR: Main Function: 20 LIFTING & COLUMN EQUIPMENT Main Function: 22 PROCESS UTILITY Main Function: 23 SAFETY & CONTROL SYSTEM DEPUTY CORE TEAM MEMBER			
DEPUTY MAIN FUNCTION TRADE RESPONSIBLE FOR: DEPUTY CORE TEAM MEMBER			
<p>OPERATIONAL TASKS: The following listed activities of operational tasks shall be considered as a guide line. Additional tasks shall be performed according to operational needs and requests.</p> <p>Local operation of equipment.</p> <ul style="list-style-type: none">- Accomplish work according to operational needs or based on request from CCR and assist when required.. <p>Trouble shooting, clearing of alarms, etc</p> <ul style="list-style-type: none">- Trouble shooting and check according to operational needs or on request from CCR. <p>Hand over (Crew Change)</p> <ul style="list-style-type: none">- When leaving CC as DEPUTY CORE TEAM MEMBER EL.tech 1 on Gas & Condensate Team to be informed.- Findings and status/deviations shall be reported to CRIS/OPTIMIS . <p>Documented area check ("Skriverunder")</p> <ul style="list-style-type: none">- According to program in CRIS. <p>Order and restore stock</p> <ul style="list-style-type: none">- Local stock, order consumables when required. <p>Cleaning</p> <ul style="list-style-type: none">- Area responsible for Electrical areas.- Assist team members in other areas when required. <p>Function training of personnel (OJT)</p> <ul style="list-style-type: none">- According to OJT program. <p>Operational first degree</p> <ul style="list-style-type: none">- According to check list in CRIS. <p>Interventions</p> <ul style="list-style-type: none">- Prepare WP incl. Appendix (drawings etc)- Prepare SJA according to need- EIC- issue certificates and de-isolation for work- Sign Work Permit to allow intervention on electrical systems within his Main Functions- Work according to WP/MR or Complaint either as Job Leader or general resource person- Follow up after start up with control and adjustment. <p>Reporting</p> <ul style="list-style-type: none">- Findings and status/deviations shall be reported to CRIS/OPTIMIS			
COMMENTS:			
Prepared by:	Name:	Date:	Sign:
	V. Øverstad	16.03.97	
Verified by:	Name:	Date:	Sign:
OSV:	H. Westgård	16.03.97	
Approved by:	Name:	Date:	Sign:
OFM / PM:	J. Holtermann	16.03.97	

OIL TEAM (FOI)
INST TECH.1(IT1)



POSITION DESCRIPTION

No :


JOB TITLE: INSTRUMENT TECHNICIAN 1	TEAM.: OIL TEAM	SECONDARY TEAM:
MAIN FUNCTION TRADE RESPONSIBLE FOR: Main Function: 3 FRØY M35 GAS / OIL Main Function: 13 FRØY & LF GAS COMPRESSION Main Function: 15 FUEL GAS CC Main Function: 22 PROCESS UTILITY		
DEPUTY MAIN FUNCTION TRADE RESPONSIBLE FOR: Deputy for: Core Team Inst. Tech. 1 (Core Team) Main Function: 10 ALWYN & TPI PROCESS Main Function: 24 COMMON UTILITY Main Function: 25 PRIMARY & SECONDARY STRUCTURE Deputy for: Oil Team Inst. Tech. 2 (Oil Team) Main Function 5: TCP2 OIL EXPORT Main Function 16: POWER GENERATION & DISTRUBUTION Main Function 20: LIFTING & COLUMN EQUIPMENT Main Function 23: SAFETY & CONTROL SYSTEM		
OPERATIONAL TASKS: The following listed activities of operational tasks shall be considered as a guide line. Additional tasks shall be performed according to operational needs and requests. Local operation of equipment. - Accomplish work according to operational needs or based on request from CCR and assist when required. Trouble shooting, clearing of alarms, etc - Trouble shooting and check according to operational needs or on request from CCR. - Attend CCR when technical assistance is required. Hand over - Findings and status/deviations shall be reported to CRIS/OPTIMIS . - Verbal hand over to / from Deputy functions personell. Documented area check ("Skriverunder") - According to program in CRIS. Order and restore stock -Order and handle spares(Printed circuit cards, relays etc) in local stock Cleaning - Area responsible for Instrument areas within Functions. - Assist team members in other areas when required. Function training of personnel (OJT) - According to OJT program.		





POSITION DESCRIPTION


No :


JOB TITLE: INSTRUMENT TECHNICIAN 1		TEAM: OIL TEAM		SECONDARY TEAM:
<p>Operational first degree</p> <ul style="list-style-type: none"> - According to check list in CRIS. <p>Interventions</p> <ul style="list-style-type: none"> - Prepare WP incl. Appendix - Prepare SJA according to need - Sign Work Permit to allow intervention on instrument systems within his Main Functions - Work according to WP/MR or Complaint either as Job Leader or general resource person. - Follow up after start up with control and adjustment. - Stand-by during start-up. <p>Reporting</p> <ul style="list-style-type: none"> - Findings and status/deviations shall be reported to CRIS/OPTIMIS 				
COMMENTS:				
Prepared by:	Name:	Date:	Sign:	
	V. Øverstad	14.03.97		
Verified by:	Name:	Date:	Sign:	
OSV:	H. Westgård	16.03.97		
Approved by:	Name:	Date:	Sign:	
OFM / PM:	J. Holtermann	16.03.97		

		WEEKLY DOCUMENTED AREA CHECK	F201	POSITION	INST. TECH 1 OIL TEAM
Signature				Date	Comments
Equipment	Activities	TAG			
MAIN FUNCTION 3 FRØY INLET	A GENERAL VERIFICATION THAT ALL INSTRUMENTATION IN THE AREA ARE ACCORDING TO ELF STANDARD & SPECIFICATION. MAINTENANCE REQUESTS (OPTIMIS) TO BE OPENED, IN ORDER TO CORRECT ANY ABNORMALITIES. A DETAILED REPORTING IN OPTIMIS IS A MUST , IN ORDER TO KEEP THE HISTORIC FILE UPDATED	CV626			
		CE615			
		CE607			
		CV628			
		CP618A/B			
		CP609			
		CM602			
		CM601			
		CQ608			
		CV630			
		CQ601			
		CQ606			

		WEEKLY DOCUMENTED AREA CHECK		F202	POSITION	INST. TECH 1 OIL TEAM
Signature					Date	Comments
Equipment	Activities	TAG				
MAIN FUNCTION 13 OFF-GAS COMPRESSION PROXY GAS INLET & COMPRESSION	A GENERAL VERIFICATION THAT ALL INSTRUMENTATION IN THE AREA ARE ACCORDING TO ELF STANDARD & SPECIFICATION. MAINTENANCE REQUESTS (OPTIMIS) TO BE OPENED, IN ORDER TO CORRECT ANY ABNORMALITIES. A DETAILED REPORTING IN OPTIMIS IS A MUST, IN ORDER TO KEEP THE HISTORIC FILE UPDATED	CV601A/B				
		K601A/B				
		CM605A/B				
		CL601A/B				
		CV602A/B				
		K602A/B				
		CM606A/B				
		CQ609				
		CQ610				
		CE602A/B				

		WEEKLY DOCUMENTED AREA CHECK	F203	POSITION	INST. TECH 1 OIL TEAM
Signature			Date	Comments	
Equipment	Activities	TAG			
MAIN FUNCTION 15 POWER GENERATION	A GENERAL VERIFICATION THAT ALL INSTRUMENTATION IN THE AREA ARE ACCORDING TO ELF STANDARD & SPECIFICATION. MAINTENANCE REQUESTS (OPTIMIS) TO BE OPENED, IN ORDER TO CORRECT ANY ABNORMALITIES. A DETAILED REPORTING IN OPTIMIS IS A MUST , IN ORDER TO KEEP THE HISTORIC FILE UPDATED	CV6			
		CE3			
		CV504			
		K504			
		CE504			
		CV505			
		K505			
		CE506			
		CV506			
		CP506A/B			
		CV524			
		50X07P01A/B			
		50X07T01			
		50X07E01A/B			
		50X01AE01			
		50X01AB01			
		50X01BE01			
		50X01BB01			
		50X01P01A			

		WEEKLY DOCUMENTED AREA CHECK	F204	POSITION	INST. TECH 1 OIL TEAM
Signature				Date	Comments
Equipment	Activities	TAG			
MAIN FUNCTION 22 UTILITY	A GENERAL VERIFICATION THAT ALL INSTRUMENTATION IN THE AREA ARE ACCORDING TO ELF STANDARD & SPECIFICATION. MAINTENANCE REQUESTS (OPTIMIS) TO BE OPENED, IN ORDER TO CORRECT ANY ABNORMALITIES. A DETAILED REPORTING IN OPTIMIS IS A MUST , IN ORDER TO KEEP THE HISTORIC FILE UPDATED	CV660			
		CV661			
		CQ22A/B/C			
		CQ21			
		57X01501			
		M1			
		M2			
		CM1			
		58P02A/B			
		58P04A/B			
		58E01A1/2/3/4			
		58T01			
		58T02			
		58P05A/B			
		CP517			
		CV516			
		CV517			
		CV518			
		CE517A			
		FN517A			
		CS517A			
		CE517B			
		FN517B			
		CS517B			
		CQ7			
		CP22A			
		CP22B			
		56X01			
		P22A			
		P22B			
		Q19			
		Q16			

		WEEKLY DOCUMENTED AREA CHECK	F204	POSITION	INST. TECH 1 OIL TEAM
Signature					
Equipment	Activities	TAG	Date	Comments	
		COMP-ST1			
		V24			
		V7			
		SP24			
		V47			
		SP45			
		CV24			
		CV7			
		CSP24			
		67B01			
		CV226			
		CV616			
		CP615			
		CQ612			
		Q13			
		P3			
		CQ-13			
		CQ-14			
		CV55			
		58S01A/B			
		CP37A/B/C			
		CP653A			
		CP653B			
		CV222			
		CP224			

OIL TEAM (FOI)
INST TECH.2 (IT2)



POSITION DESCRIPTION

No :


JOB TITLE: INSTRUMENT TECHNICIAN 2	TEAM.: OIL TEAM	SECONDARY TEAM: CORE TEAM
MAIN FUNCTION TRADE RESPONSIBLE FOR: Main Function 5: TCP2 OIL EXPORT Main Function 16: POWER GENERATION & DISTRUBUTION Main Function 20: LIFTING & COLUMN EQUIPMENT Main Function 23: SAFETY & CONTROL SYSTEM		
DEPUTY MAIN FUNCTION TRADE RESPONSIBLE FOR: Act as Deputy Core Team Member		
OPERATIONAL TASKS: The following listed activities of operational tasks shall be considered as a guide line. Additional tasks shall be performed according to operational needs and requests. Local operation of equipment. - Accomplish work according to operational needs or based on request from CCR and assist when required. Trouble shooting, clearing of alarms, etc - Trouble shooting and check according to operational needs or on request from CCR. - Attend CCR when technical assistance is required. Hand over - Findings and status/deviations shall be reported to CRIS/OPTIMIS . - Verbal hand over to / from Deputy functions personell. Test running for function optimization - Test run lifting indicators Documented area check ("Skriverunder") - According to program in CRIS. Order and restore stock -Order and handle spares(Printed circuit cards, relays etc) in local stock Cleaning - Area responsible for Instrument areas within Functions. - Assist team members in other areas when required. Function training of personnel (OJT) - According to OJT program. Operational first degree - According to check list in CRIS.		





POSITION DESCRIPTION


No :

JOB TITLE: INSTRUMENT TECHNICIAN 2		TEAM: OIL TEAM		SECONDARY TEAM: CORE TEAM	
<p>Interventions</p> <ul style="list-style-type: none"> - Prepare WP incl. Appendix - Prepare SJA according to need - Sign Work Permit to allow intervention on instrument systems within his Main Functions - Work according to WP/MR or Complaint either as Job Leader or general resource person. - Follow up after start up with control and adjustment. - Stand-by during start-up. <p>Reporting</p> <ul style="list-style-type: none"> - Findings and status/deviations shall be reported to CRIS/OPTIMIS 					
COMMENTS:					
Prepared by:	Name: V. Øverstad	Date: 16.03.97	Sign: 		
Verified by:	Name: H. Westgård	Date: 16.03.97	Sign: 		
OSV:	Name: J. Holtermann	Date: 16.03.97	Sign: 		
Approved by:					
OFM / PM:					

	WEEKLY DOCUMENTED AREA CHECK		F205	POSITION	INST. TECH 2 OIL TEAM
Signature				Date	Comments
Equipment	Activities	TAG			
MAIN FUNCTION 5 TCP2 OIL TREATMENT & EXPORT LF & FRØY CONDENSATE TREATMENT	A GENERAL VERIFICATION THAT ALL INSTRUMENTATION IN THE AREA ARE ACCORDING TO ELF STANDARD & SPECIFICATION. MAINTENANCE REQUESTS (OPTIMIS) TO BE OPENED, IN ORDER TO CORRECT ANY ABNORMALITIES. A DETAILED REPORTING IN OPTIMIS IS A MUST , IN ORDER TO KEEP THE HISTORIC FILE UPDATED	CV629			
		CV503			
		CP503A/B/C			
		CP501A/B			
		CP605A/B			
		CM502			

	WEEKLY DOCUMENTED AREA CHECK	F206	POSITION	INST. TECH 2 OIL TEAM
Signature			Date	Comments
Equipment	Activities	TAG		
MAIN FUNCTION 16 POWER GENERATION	A GENERAL VERIFICATION THAT ALL INSTRUMENTATION IN THE AREA ARE ACCORDING TO ELF STANDARD & SPECIFICATION. MAINTENANCE REQUESTS (OPTIMIS) TO BE OPENED, IN ORDER TO CORRECT ANY ABNORMALITIES. A DETAILED REPORTING IN OPTIMIS IS A MUST , IN ORDER TO KEEP THE HISTORIC FILE UPDATED			
GAS TURBINES A				
GAS TURBINES B		52G01A		
EMERGENCY DIESEL ENGINES		52G01B		
EMERGENCY DIESEL ENGINES		53GD01		
EMERGENCY DIESEL ENGINES		DA1		
		DA2		

	WEEKLY DOCUMENTED AREA CHECK	F207	POSITION	INST. TECH 2 OIL TEAM
Signature			Date	Comments
Equipment	Activities	TAG		
MAIN FUNCTION 20	A GENERAL VERIFICATION THAT ALL INSTRUMENTATION IN THE AREA ARE ACCORDING TO ELF STANDARD & SPECIFICATION. MAINTENANCE REQUESTS (OPTIMIS) TO BE OPENED, IN ORDER TO CORRECT ANY ABNORMALITIES. A DETAILED REPORTING IN OPTIMIS IS A MUST , IN ORDER TO KEEP THE HISTORIC FILE UPDATED			
UTILITY				
LIFTING APPL. & COLUMNS				

		WEEKLY DOCUMENTED AREA CHECK	F208	POSITION	INST. TECH 2 OIL TEAM
Signature				Date	Comments
Equipment	Activities	TAG			
MAIN FUNCTION 23	A GENERAL VERIFICATION THAT ALL INSTRUMENTATION IN THE AREA ARE ACCORDING TO ELF STANDARD & SPECIFICATION. MAINTENANCE REQUESTS (OPTIMIS) TO BE OPENED, IN ORDER TO CORRECT ANY ABNORMALITIES. A DETAILED REPORTING IN OPTIMIS IS A MUST , IN ORDER TO KEEP THE HISTORIC FILE UPDATED	FCDA			
SAFETY SYSTEMS AND CONTROL		PCMS			
SAFETY SYSTEMS AND CONTROL TP1		ISS			
SAFETY SYSTEMS AND CONTROL TCP2		BAILY			
		PCMS			
		ISS			
Environmental Monitoring Equipment		BAILY			
		PCMS			
		ISS			
Gas detection					
Fire detection					
ESD controls					
Fire extinguishing systems					
Interface rooms					
Allen Bradley PLC					
OPPS					

GAS & CONDENSATE TEAM (FGC)
FIELD OPERATOR 1/DAY (FO1/DAY)



POSITION DESCRIPTION

No :

JOB TITLE:

FIELD OPERATOR 1 Day

TEAM.:

GAS & CONDENSATE TEAM

SECONDARY TEAM:

MAIN FUNCTION TRADE RESPONSIBLE FOR:

Main Function 4: LF SUBSEA & GAS/OIL INLET

Main Function 6: EF SUBSEA INLET

Main Function 14: CONDENSATE & REINJECTION WATER TCP2

Main Function 19: HVAC

DEPUTY MAIN FUNCTION TRADE RESPONSIBLE FOR:

OPERATIONAL TASKS: The following listed activities of operational tasks shall be considered as a guide line. Additional tasks shall be performed according to operational needs and requests.

Local operation of equipment.

- Accomplish work according to operational needs or based on request from CCR and assist when required.
- Regeneration Deg from CV2C and transfer to tanks.
- Make up CV 17C
- Local operation of IRCD.
- Operate manually by pass LCV CV210, LCV CV310 & CV 313 / 320 when slugs and LCV CV 502 on DEG side.
- Operate manually Methanol. Deg storage & transfer.
- Perform adjustment of flow from chemical unit and NH4 unit.
- Present when changing CP 619 A / B due to mini flow valves weakness.
- Operation of service line and topside methanol injection D1 & D2
- Frequent start/stop of pumps for W1 to DP2.
- Special attention at levels in CV9 & CV33
- Change PALL filter elements when needed
- Skimming of condensate CV9 to CV5.
- Transfer liquid between CV33 & CV9.
- Operate routing valves for Condensate System

Trouble shooting, clearing of alarms, etc

- Trouble shooting and check according to operational needs or on request from CCR.
- Check of area covered by HVAC for over pressure and open doors on request from CCR.

Hand over

- Verbal hand over after shift.
- Findings and status/deviations shall be reported to CRIS/OPTIMIS .

Test running for function optimization

- Perform different activities related to test program.

Collect samples for analyses

- Spot sampling and analyse DEG during regeneration Reboiler C
- Sample before filling tank from transport tanks.

Documented area check ("Skriverunder")

- According to program in CRIS.



POSITION DESCRIPTION

No :

JOB TITLE: FIELD OPERATOR 1 Day		TEAM.: GAS & CONDENSATE TEAM		SECONDARY TEAM:
Refill oil, chemicals, methanol, etc <ul style="list-style-type: none"> - Transfer of DEG, filling DEG to and from transport tank and vessels - Refill Inhibitor and NH4. - Refill oil CP 535, CP619 during night due to high consumption. - Filling CV 350, CV227, CV370 & topping N2 on accumulators. Order and restore stock <ul style="list-style-type: none"> - Assist with filling of storage tanks from boat. - Check alarm when filling glycol and check for leaks. - Assist with filling methanol to V23 Cleaning <ul style="list-style-type: none"> - Area responsible for process areas. - Assist team members in other areas when required. Function training of personnel (OJT) <ul style="list-style-type: none"> - According to OJT program. Operational first degree <ul style="list-style-type: none"> - According to check list in CRIS. Interventions <ul style="list-style-type: none"> - Prepare Authorisation for Work - Mechanical isolation and labelling. - N₂ purging. - Follow up blinding, steaming and Authorisation for work on production system. (AFW) - Sign Work Permit to allow intervention on production system - Act as general resource person during intervention - Approval for entry to closed space - Process follow up during work. - Inspect and accept closing of vessels - Pressure / leak test - Filling up liquid - Remove labeling and deisolate - Approve equipment ready for start up after intervention - Assist CCR with start up. Reporting <ul style="list-style-type: none"> - Findings and status/deviations shall be reported to CRIS/OPTIMIS 				
COMMENTS:				
Prepared by:	Name:	Date:	Sign:	
	V. Øverstad	16.03.97		
Verified by:	Name:	Date:	Sign:	
OSV:	H. Westgård	16.03.97		
Approved by:	Name:	Date:	Sign:	
OFM / PM:	J. Holtermann	16.03.97		

GAS & CONDENSATE TEAM (FGC)
FIELD OPERATOR 1/NIGHT (FO1/NIGHT)



POSITION DESCRIPTION

No :

JOB TITLE: FIELD OPERATOR 1 NIGHT	TEAM.: GAS & CONDENSATE TEAM	SECONDARY TEAM:
MAIN FUNCTION TRADE RESPONSIBLE FOR: Main Function 4: LF SUBSEA & GAS/OIL INLET Main Function 6: EF SUBSEA INLET Main Function 14: CONDENSATE & REINJECTION WATER TCP2 Main Function 19: HVAC		
DEPUTY MAIN FUNCTION TRADE RESPONSIBLE FOR:		
OPERATIONAL TASKS: The following listed activities of operational tasks shall be considered as a guide line. Additional tasks shall be performed according to operational needs and requests. Local operation of equipment. <ul style="list-style-type: none">- Accomplish work according to operational needs or based on request from CCR and assist when required.- Regeneration Deg from CV2C and transfer to tanks.- Make up CV 17C- Local operation of IRCD.- Operate manually by pass LCV CV210, LCV CV310 & CV 313 / 320 when slugs and LCV CV 502 on DEG side.- Operate manually Methanol, Deg storage & transfer.- Perform adjustment of flow from chemical unit and NH4 unit.- Present when changing CP 619 A / B due to mini flow valves weakness.- Operation of service line and topside methanol injection D1 & D2- Frequent start/stop of pumps for WI to DP2.- Special attention at levels in CV9 & CV33- Change PALL filter elements when needed- Skimming of condensate CV9 to CV5.- Transfer liquid between CV33 & CV9.- Operate routing valves for Condensate System Trouble shooting, clearing of alarms, etc <ul style="list-style-type: none">- Trouble shooting and check according to operational needs or on request from CCR.- Check of area covered by HVAC for over pressure and open doors on request from CCR. Hand over <ul style="list-style-type: none">- Verbal hand over after shift.- Findings and status/deviations shall be reported to CRIS/OPTIMIS . Test running for function optimization <ul style="list-style-type: none">- Perform different activities related to test program. Collect samples for analyses <ul style="list-style-type: none">- Daily sampling rich/lean DEG.- Spot sampling and analyse DEG during regeneration Reboiler C- Sample before filling tank from transport tanks.- Daily sampling from CV310 /320 /313- Daily sample CV9, CV3 & CV5 Documented area check ("Skriverunder") <ul style="list-style-type: none">- According to program in CRIS.		



POSITION DESCRIPTION

No :

JOB TITLE: FIELD OPERATOR 1 NIGHT		TEAM.: GAS & CONDENSATE TEAM		SECONDARY TEAM:
<p>Refill oil, chemicals, methanol, etc</p> <ul style="list-style-type: none"> - Transfer of DEG, filling DEG to and from transport tank and vessels - Refill Inhibitor and NH4. - Refill oil CP 535, CP619 during night due to high consumption. - Filling CV 350, CV227, CV370 & topping N2 on accumulators. <p>Order and restore stock</p> <ul style="list-style-type: none"> - Assist with filling of storage tanks from boat. - Check alarm when filling glycol and check for leaks. <p>Cleaning</p> <ul style="list-style-type: none"> - Area responsible for process areas. - Assist team members in other areas when required. <p>Function training of personnel (OJT)</p> <ul style="list-style-type: none"> - According to OJT program. <p>Operational first degree</p> <ul style="list-style-type: none"> - According to check list in CRIS. <p>Interventions</p> <ul style="list-style-type: none"> - Prepare Authorisation for Work - Mechanical isolation and labelling. - N₂ purging. - Follow up blinding, steaming and Authorisation for work on production system. (AFW) - Sign Work Permit to allow intervention on production system - Act as general resource person during intervention - Approval for entry to closed space - Process follow up during work. - Inspect and accept closing of vessels - Pressure / leak test - Filling up liquid - Remove labeling and deisolate - Approve equipment ready for start up after intervention - Assist CCR with start up. <p>Reporting</p> <ul style="list-style-type: none"> - Findings and status/deviations shall be reported to CRIS/OPTIMIS 				
COMMENTS:				
Prepared by:	Name:	Date:	Sign:	
	V. Øverstad	16.03.97		
Verified by:	Name:	Date:	Sign:	
OSV:	H. Westgård	16.03.97		
Approved by:	Name:	Date:	Sign:	
OFM / PM:	J. Holtermann	16.03.97		

2 WEEKLY CHECK BLOCK VALVES/PADLOCKS PSV'S				F018	POSITION		FO1/NIGHT GAS&COND	
Signature				Date				
System	Zone	TAG	✓	System	Zone	TAG	✓	
Gas	3	PSV CV2C.3		LF Hydraulic	42	PSV CP543A.03		
Gas	3	PSV CV2C4		LF Hydraulic	42	PSV CP543B.03		
DEG	4	PSV CE508.01		LF Hydraulic	42	PSV CV541A.03		
Reboiler	4	PSV CH1C.01		LF Hydraulic	42	PSV CV541A.04		
Deg ammonia inj	4	PSV CQ530.01		LF Hydraulic	42	PSV CV541B.03		
Deg ammonia inj	4	PSV CQ530.02		LF Hydraulic	42	PSV CV541B.04		
Deg	4	PSV CV14C.02		LF Hydraulic	42	PSV CV543A.03		
Deg	4	PSV CV14C.03		LF Hydraulic	42	PSV CV543B.03		
Gas inlet	13	PSV CV210.01		LF Hydraulic	42	PSV CV546.03		
Gas inlet	13	PSV CV210.02		LF Hydraulic	42	PSV CV546.04		
LF gas	13	PSV CV211.01		LF Deg	43	PSV CP502A.01		
LF gas	13	PSV CV211.02		LF Deg	43	PSV CP502A.10		
Cond./cond. heat exchang	15	PSV CE501.01		LF Deg	43	PSV CP502B.01		
Cond. heater	15	PSV CE502.01		LF Deg	43	PSV CP502B.10		
Pig reciver CM 501	15	PSV CM501.01		LF Deg	43	PSV CP502C.01		
Pig launcher CM 502	15	PSV CM502.01		LF Deg	43	PSV CP502C.10		
Gas/cond	15	PSV CV502.06			43	PSV CP510.01		
Gas/cond	15	PSV CV502.07			43	PSV CP510.02		
LF Hydraulic	42	PSV CP540.02		Deg lube oil	43	PSV CP529A.01		
LF Hydraulic	42	PSV CP541A.03		Deg lube oil	43	PSV CP529B.01		
LF Hydraulic	42	PSV CP541B.03		Deg lube oil	43	PSV CP529C.01		
LF Hydraulic	42	PSV CP542.02		Inhibitor	43	PSV CV510.01		
				Inhibitor	43	PSV CV510.02		

2 WEEKLY CHECK BLOCK VALVES/PADLOCKS PSV'S				F019		POSITION		FO1/NIGHT GAS&COND	
Signature				Date					
System	Zone	TAG	✓	System	Zone	TAG	✓		
Methanol storage	9	PSV CV23.1A		EF Cond/metha/water	14	PSV CV313.1			
Methanol storage	9	PSV CV23.1B		EF Cond/metha/water	14	PSV CV313.2			
EF Cond/metha/water	14	PSV CE311.1		EF Cond/metha/water	14	PSV CV320.1			
EF gas	14	PSV CV310.1		EF Cond/metha/water	14	PSV CV320.2			
EF gas	14	PSV CV310.2		EF Methanol	14	PSV CV360.1			
EF gas	14	PSV CV311.1		EF Methanol	14	PSV CV360.2			
EF gas	14	PSV CV311.2							


2 WEEKLY CHECK BLOCK VALVES/PADLOCKS PSV'S				F020		POSITION		FO1/NIGHT GAS&COND	
Signature				Date					
System	Zone	TAG	✓	System	Zone	TAG	✓		
Metha/water	1	PSV CM9.2		Cond/metha/water	1	PSV CV5.5			
Cond	1	PSV CV3.5		Metha/water	9	PSV CV9.2			
Cond	1	PSV CV3.6		Cond.	10	PSV CP2A.2			
Cond	1	PSV CV33.4A		Cond.	10	PSV CP2B.2			
Cond	1	PSV CV33.4B		Cond.	10	PSV CP9A.2			
Cond	1	PSV CV33.5		Cond.	10	PSV CP9B.2			
Cond/metha/water	1	PSV CV5.4							


2 WEEKLY CHECK BLOCK VALVES/PADLOCKS ESDV'S				F021		POSITION		FO1/NIGHT GAS&COND	
Signature				Date					
System	Zone	TAG	✓	System	Zone	TAG	✓		
LF gas	13	ESDVCV210-1		EF gas	13	ESDVCV211-4			
LF gas	13	ESDVCV210-4		LF Residual gas	15	ESDVCV502-08			
LF gas	13	ESDVCV211-1A		LF gas	15	ESDVCM501-02			


2 WEEKLY CHECK BLOCK VALVES/PADLOCKS ESDV'S			F022		POSITION		FO1/NIGHT GAS&COND	
Signature				Date				
System		Zone	TAG	✓	System	Zone	TAG	
EF gas		14	ESDVCV310-1					
EF gas		14	ESDVCV310-4					
EF gas		14	ESDVCV311-1A					


2 WEEKLY CHECK BLOCK VALVES/PADLOCKS BDV & E				F023		POSITION		FO1/NIGHT GAS&COND	
Signature				Date					
System		Zone	TAG	✓	System		Zone	TAG	✓
LF MAIN GAS		13	BDV CV210.05		LF MAIN GAS		15	BDV CM501.08	
LF MAIN GAS		13	BDV CV211.02		PIG RECEIVER CM501		15	BDV CM501.09	
LF MAIN GAS		15	BDV CM501.07		RECIDUAL GAS CV502		15	BDV CV502.06	

2 WEEKLY CHECK BLOCK VALVES/PADLOCKS ESDV'S			F024	POSITION		FO1/NIGHT GAS&COND	
Signature				Date			
System	Zone	TAG	✓	System	Zone	TAG	✓
ESDV CM310.3	14	EF GAS					
ESDV CV310.5	14	EF GAS					
ESDV CV311.2	14	EF GAS					

		DAILY DOCUMENTED AREA CHECK		No.: F030		POSITION FO1/NIGHT GAS&COND	
Equipment	Activities	TAG	Sign.	Date	Comments		
VESSELS	Check for abnormalities as leaks etc. Check and confirm with CCR correct operational level	CV310					
		CV311					
		CV320					
		CV313					
		CV3					
		CV5					
		CV9					
		CV210					
		CV502					
		CV14B					
		CV17C					
		CV350A/B					
		CV360					
		CV23					
		V23					
		CV370					
		CV2C					
		CV33					
		CV56					
V9							
Pumps	Check for abnormalities as leaks and vibration.	CP32A/B					
		CP9A/B					
		CP15A/B					
		CP222A/B					
		CP502A/B/C					
		CP320A/B					
		P17A/B					
		CP619A/B					
		CP546					
		CP513A/B					
		P13A/B					
		CP12A/B					
		CP370A/B					
CP227							
P13A							
Heat exchangers	Check for abnormalities as leaks etc.	CE501					
		CE502					
		CE311					
Hydraulic	Check for abnormalities as leaks etc. Check pumps for leaks and vibration. Check accumulators	CQ340					
		CQ540					
Condensate	Samples	CV313					
DEG	Samples	CV502					
		CV17C					

		DAILY DOCUMENTED AREA CHECK		No.: F030		POSITION FO1/NIGHT GAS&COND	
Equipment	Activities	TAG	Sign.	Date	Comments		
		CV210					
		CV502					
Produced water	Samples	CV3					
		CV5					
		CV310					
Methanol water	Report flow conter methanol water	DP2	kl.0600				
Tank stock	Report tank stock	CV23	kl.0600				
		V23	kl.0600				
		V9	kl.0600				
QP	Check tech. room QP on fire round						

 3 MONTHLY STANDPIPE MAINT.		No.: F035		POSITION FO1/NIGHT GAS&COND	
Equipment	Activities	TAG	Sign.	Date	Comments
VESSELS	STAND PIPE MAINTENANCE CHECK OF LEVEL GLASSES (BALL VALVES ON LG'S)	CV310			
		CV311			
		CV320			
		CV313			
	MOVING OF MANUAL OPERATED VALVES, AND CHECK FOR LEAKS	CV3			
		CV5			
		CV9			
		CV210			
	CHECK CORRECT READING ON GAUGES	CV502			
		CV14B			
		CV17C			
		CV350A/B			
		CV360			
		CV23			
		V23			
		CV370			
		CV2C			
		CV33			
		CV56			
		V9			
CHECK F1 AND BLANKET GAS	CV211				
	CV17B				
TEST LAL	CE501				
	CE502				
	CE311				
Heat exchangers	MOVING OF MANUAL OPERATED VALVES, AND CHECK FOR LEAKS				

 6 MONTHLY STANDPIPE MAINT. INCL. GREASING		No.: F039		POSITION FO1/NIGHT GAS&COND	
Equipment	Activities	TAG	Sign.	Date	Comments
VESSELS	STAND PIPE MAINTENANCE CHECK OF LEVEL GLASSES (BALL VALVES ON LG'S)	CV310			
	MOVING OF MANUAL OPERATED VALVES, AND CHECK FOR LEAKS	CV311			
	CHECK CORRECT READING ON GAUGES	CV320			
	LUBRICATE ALL MANUAL ISOLATION VALVES	CV313			
		CV3			
		CV5			
		CV9			
		CV210			
		CV502			
		CV14B			
		CV17C			
		CV350A/B			
		CV360			
		CV23			
		V23			
		CV370			
		CV2C			
		CV33			
		CV56			
		V9			
		CV211			
		CV17B			
		TEST LAL	CV33		
	CHECK F1 AND BLANKET GAS	CV5			
Heat exchangers	MOVING OF MANUAL OPERATED VALVES, AND CHECK FOR LEAKS. LUBRICAT ALL MANUAL ISOLATION VALVES				
		CE501			
		CE502			
		CE311			
VALVES	FUNCTION TEST OF ESDV'S TO ENSURE CLOSING WHEN REQUIRED, IF NOT CONFIRM OPERATED IN MEANTIME	ALL			

**GAS & CONDENSATE TEAM (FGC)
FIELD OPERATOR 2/DAY (FO2/DAY)**



POSITION DESCRIPTION

No :


JOB TITLE: FIELD OPERATOR 2 DAY	TEAM.: GAS & CONDENSATE TEAM	SECONDARY TEAM:
MAIN FUNCTION TRADE RESPONSIBLE FOR: Main Function: 9 DP2 INLET Main Function: 11 WATER INJECTION & GAS LIFT Main Function: 12 GAS TREATMENT & EXPORT TCP2 Main Function: 21 FIRE & LIFESAVING APPLIANCES		
DEPUTY MAIN FUNCTION TRADE RESPONSIBLE FOR: 		
OPERATIONAL TASKS: The following listed activities of operational tasks shall be considered as a guide line. Additional tasks shall be performed according to operational needs and requests. Local operation of equipment. <ul style="list-style-type: none">- Accomplish work according to operational needs or based on request from CCR and assist when required..- Manual adjust flow DP2 inlet.- Operation of Chlor unit.- Operation of Gas lift system.- Operation of the chemical package for WI.- Change to interconnection of reboilers if needed Trouble shooting, clearing of alarms, etc <ul style="list-style-type: none">- Trouble shooting and check according to operational needs or on request from CCR.- Suction filters w. pumps, icing, flow transm.- Loss of chemical injection.- Stop of fire pumps and Close of deluge. Hand over <ul style="list-style-type: none">- Verbal hand over after shift.- Findings and status/deviations shall be reported to CRIS/OPTIMIS . Pig operation <ul style="list-style-type: none">- Pig operation according to SI procedure.- Lubricate HVCM3.2 if internal leakage. Test running for function optimization <p>Perform different activities related to test program as</p> <ul style="list-style-type: none">- Test program for optimization of O2 content.- Optimization of chemical injection. Collect samples for analyses <ul style="list-style-type: none">- Chlor: Spot samples according to lab. report/need- O2: Spot samples according to monitored value (Instrument) Documented area check ("Skriverunder") <ul style="list-style-type: none">- According to program in CRIS. Order and restore stock <ul style="list-style-type: none">- Refill of chemical storage tanks from transport tanks. Cleaning <ul style="list-style-type: none">- Area responsible for process areas.- Assist team members in other areas when required. Function training of personnel (OJT) <ul style="list-style-type: none">- According to OJT program.		




POSITION DESCRIPTION

No :

JOB TITLE: FIELD OPERATOR 2 DAY		TEAM: : GAS & CONDENSATE TEAM		SECONDARY TEAM:	
<p>Operational first degree</p> <ul style="list-style-type: none"> - According to check list in CRIS. <p>Interventions</p> <ul style="list-style-type: none"> - Prepare Authorisation for Work - Mechanical isolation and labelling. - N₂ purging. - Follow up blinding, steaming and Authorisation for work on production system. (AFW) - Sign Work Permit to allow intervention on production system - Act as general resource person during intervention - Approval for entry to closed space - Process follow up during work. - Inspect and accept closing of vessels - Pressure / leak test - Filling up liquid - Remove labeling and deisolate - Approve equipment ready for start up after intervention - Assist CCR with start up. <p>Reporting</p> <ul style="list-style-type: none"> - Findings and status/deviations shall be reported to CRIS/OPTIMIS 					
COMMENTS:					
Prepared by:		Name:		Date:	
		V. Øverstad		14.03.97	
Verified by:		Name:		Date:	
OSV:		H. Westgård		16.03.97	
Approved by:		Name:		Date:	
OFM / PM:		J. Holtermann		16.03.97	

 DAILY DOCUMENTED AREA CHECK		No.: F032		POSITION FO2/DAY GAS&COND	
Equipment	Activities	TAG	Sign.	Date	Comments
VESSELS	Check for abnormalities as leaks etc. Check and confirm with CCR correct operational level	CV14A			
		CV17A			
		CV17B			
		CV45			
		CV2A			
		CV509			
		CV646			
		CV613			
		CV1C			
		CV619A/B/C			
Pumps	Check for abnormalities as leaks and vibration.	CV620			
		CP606A/B			
		CP607A/B			
		CP626A/B			
		CP13B			
Heat exchangers	Check for abnormalities as leaks etc.	CP10A/B			
		P33			
		CE509			
		CE1A 1/2			
FILTERS	Check for abnormalities as leaks etc. Check delta pressure	CE1B 1/2			
		CE2A			
		CV15A			
Reboilers	Check for abnormalities as leaks etc.	CV20A			
		CH1A			
Pig traps	Check for abnormalities as leaks etc. Keep traps at zero bar.	CH1B			
		CM2			
		CM3			
Sulfuric acid	Check for abnormalities as leaks etc. Check water flushing on skip.	CQ603			
Chemical injection	Check for abnormalities as leaks etc. Check correct amount of injected chemical	CQ605			
		CQ602			
Compressors	Check for abnormalities as noise, vibration, temperature, leaks and pressure	K506			
Water injection	Samples	CHCOR			
		O2			

 DAILY DOCUMENTED AREA CHECK		No.: F033		POSITION FO1/DAY GAS&COND			
Equipment	Activities	TAG	Sign.	Date	Comments		
VESSELS	Check for abnormalities as leaks etc. Check and confirm with CCR correct operational level	CV310					
		CV311					
		CV320					
		CV313					
		CV3					
		CV5					
		CV9					
		CV210					
		CV211					
		CV502					
		CV14B					
		CV17B					
		Pumps	Check for abnormalities as leaks and vibration.	CP32A/B			
				CP9A/B			
CP15A/B							
CP222A/B							
CP502A/B/C							
CP320A/B							
P17A/B							
CP320A/B							
CP619A/B							
CP546							
CP513A/B							
P13A/B							
CP370A/B							
CP227							
Heat exchangers	Check for abnormalities as leaks etc.	P13A					
		CE501					
		CE502					
Filters	Check for abnormalities as leaks etc. Check delta pressure.	CE311					
		CV511					
Hydraulic	Check for abnormalities as leaks etc. Check pumps for leaks and vibration. Check accumulators	CQ340					
		CQ540					

GAS & CONDENSATE TEAM (FGC)
FIELD OPERATOR 2/NIGHT (FO2/NIGHT)



POSITION DESCRIPTION

No :

JOB TITLE: FIELD OPERATOR 2 NIGHT	TEAM.: GAS & CONDENSATE TEAM	SECONDARY TEAM:
MAIN FUNCTION TRADE RESPONSIBLE FOR: Main Function: 9 DP2 INLET Main Function: 11 WATER INJECTION & GAS LIFT Main Function: 12 GAS TREATMENT & EXPORT TCP2 Main Function: 21 FIRE & LIFESAVING APPLIANCES		
DEPUTY MAIN FUNCTION TRADE RESPONSIBLE FOR: 		
OPERATIONAL TASKS: The following listed activities of operational tasks shall be considered as a guide line. Additional tasks shall be performed according to operational needs and requests. Local operation of equipment. <ul style="list-style-type: none">- Accomplish work according to operational needs or based on request from CCR and assist when required..- Manual adjust flow DP2 inlet.- Operation of Chlor unit.- Operation of Gas lift system.- Operation of the chemical package for WI.- Change to interconnection of reboilers if needed Trouble shooting, clearing of alarms, etc <ul style="list-style-type: none">- Trouble shooting and check according to operational needs or on request from CCR.- Suction filters w. pumps, icing, flow transm.- Loss of chemical injection.- Stop of fire pumps and Close of deluge. Hand over <ul style="list-style-type: none">- Verbal hand over after shift.- Findings and status/deviations shall be reported to CRIS/OPTIMIS . Input to general reporting* <ul style="list-style-type: none">- Report storage tank level CV8, CV2A, CV17A, CV1B Pig operation <ul style="list-style-type: none">- Pig operation according to SI procedure.- Lubricate HVC3.2 if internal leakage. Test running for function optimization <ul style="list-style-type: none">- Perform different activities related to test program. Test running for function optimization <p>Perform different activities related to test program as</p> <ul style="list-style-type: none">- Test program for optimization of O2 content.- Optimization of chemical injection. Collect samples for analyses <ul style="list-style-type: none">- Collect samples from TEG system, rich/lean, daily.- Daily condensate sample from CV1C- Chlor: Spot samples according to lab. report/need- O2: Spot samples according to monitored value (Instrument) Documented area check ("Skriverunder") <ul style="list-style-type: none">- According to program in CRIS. Order and restore stock <ul style="list-style-type: none">- Refill of chemical storage tanks from transport tanks.		



POSITION DESCRIPTION

No :

JOB TITLE: FIELD OPERATOR 2 NIGHT		TEAM: GAS & CONDENSATE TEAM		SECONDARY TEAM:	
<p>Cleaning</p> <ul style="list-style-type: none"> - Area responsible for process areas. - Assist team members in other areas when required. <p>Function training of personnel (OJT)</p> <ul style="list-style-type: none"> - According to OJT program. <p>Operational first degree</p> <ul style="list-style-type: none"> - According to check list in CRIS. <p>Interventions</p> <ul style="list-style-type: none"> - Prepare Authorisation for Work - Mechanical isolation and labelling. - N₂ purging. - Follow up blinding, steaming and Authorisation for work on production system. (AFW) - Sign Work Permit to allow intervention on production system - Act as general resource person during intervention - Approval for entry to closed space - Process follow up during work. - Inspect and accept closing of vessels - Pressure / leak test - Filling up liquid - Remove labeling and deisolate - Approve equipment ready for start up after intervention - Assist CCR with start up. <p>Reporting</p> <ul style="list-style-type: none"> - Findings and status/deviations shall be reported to CRIS/OPTIMIS 					
COMMENTS:					
Prepared by:		Name:		Date:	
		V. Øverstad		14.03.97	
Verified by:		Name:		Date:	
OSV:		H. Westgård		16.03.97	
Approved by:		Name:		Date:	
OFM / PM:		J. Holtermann		16.03.97	


2 WEEKLY CHECK BLOCK VALVES/PADLOCKS ESDV'S			F025		POSITION		FO2/NIGHT GAS&COND	
Signature					Date			
System	Zone	TAG	✓	System	Zone	TAG	✓	
DP 2 gas	3	ESDVCV1C-1						
DP 2 gas	3	ESDVCV1C-4						
DP 2 gas	13	ESDVCV201-1A						


2 WEEKLY CHECK BLOCK VALVES/PADLOCKS ESDV'S			F026		POSITION		FO2/NIGHT GAS&COND	
Signature					Date			
System	Zone	TAG	✓	System	Zone	TAG	✓	
Sails gas	2	ESDVCV2A-1						
Sails gas	2	ESDVCV2A-4						
Dray gas intercon.	11	ESDV CTCP2-1						


2 WEEKLY CHECK BLOCK VALVES/PADLOCKS PSV'S			F027	POSITION		FO2/NIGHT GAS&COND	
Signature				Date			
System	Zone	TAG	✓	System	Zone	TAG	✓
Gas	3	PSV CV1C.6					
Gas	3	PSV CV1C.7					
Inlet gas	11	PSV CM2.7					


2 WEEKLY CHECK BLOCK VALVES/PADLOCKS PSV'S				F028		POSITION		FO2/NIGHT GAS&COND	
Signature				Date					
System	Zone	TAG	✓	System	Zone	TAG	✓		
Start up compr	15	PSV CE509.01		CHEM INJ(WATER)	35	PSV CP621B-01			
Start up compressor	15	PSV CP526.01		CHEM INJ(WATER)	35	PSV CP622A-01			
Start up compressor	15	PSV CV509.01		CHEM INJ(WATER)	35	PSV CP622B-01			
Start up compressor	15	PSV K506.01		CHEM INJ(WATER)	35	PSV CP623A-01			
Start up compressor	15	PSV K506.02		CHEM INJ(WATER)	35	PSV CP623B-01			
Fine filter water inj	35	PSV CV619A-01		CHEM INJ(WATER)	35	PSV CP624A-01			
Fine filter water inj	35	PSV CV619B-01		CHEM INJ(WATER)	35	PSV CP624B-01			
Fine filter water inj	35	PSV CV619C-01		CHEM INJ(WATER)	35	PSV CP625A-01			
PLANT AIR water inj	35	PSV CV613-01		CHEM INJ(WATER)	35	PSV CP625B-01			
CHEM INJ(WATER)	35	PSV CP621A-01							

2 WEEKLY CHECK BLOCK VALVES/PADLOCKS PSV'S			F029		POSITION		FO2/NIGHT GAS&COND		
Signature				Date					
System		Zone	TAG	✓	System		Zone	TAG	✓
Gas outlet line 2		1	PSV CM3.1		TEG		3	PSV CV14A.2	
Gas		2	PSV CV2A.3		TEG		3	PSV CV14A.3	
Gas		2	PSV CV2A.4		Reboiler		4	PSV CH1B.1	
Reboiler		3	PSV CH1A.01						

 DAILY DOCUMENTED CHECK ROTATING EQUIPMENT		No.: F031		POSITION FO2/NIGHT GAS&COND	
Equipment	Activities	TAG	Sign.	Date	Comments
VESSELS	Check for abnormalities as leaks etc. Check and confirm with CCR correct operational level	CV14A			
		CV17A			
		CV17B			
		CV45			
		CV2A			
		CV509			
		CV646			
		CV613			
		CV1C			
		CV619A/B/C			
		CV620			
		CV1B			
Pumps	Check for abnormalities as leaks and vibration.	CP606A/B			
		CP607A/B			
		CP626A/B			
		CP13B			
		CP10A/B			
		P33			
		50P02			
Heat exchangers	Check for abnormalities as leaks etc.	CE508			
		CE1A 1/2			
		CE1B 1/2			
		CE2A			
FILTERS	Check for abnormalities as leaks etc. Check delta pressure	CV15A			
		CV20A			
Reboilers	Check for abnormalities as leaks etc.	CH1A			
		CH1B			
Pig traps	Check for abnormalities as leaks etc. Keep traps at zero bar.	CM2			
		CM3			
Sulfuric acid	Check for abnormalities as leaks etc. Check water flushing on skip.	CQ603			
Chemical injection	Check for abnormalities as leaks etc. Check correct amount of injected chemical	CQ605			
		CQ602			
Compressors	Check for abnormalities as noise, vibration, temperature, leaks and pressure	K506			
Fire pumps	Check of fire pump status and room.	P1			
		P6A/B			

 DAILY DOCUMENTED CHECK ROTATING EQUIPMENT		No.: F031		POSITION FO2/NIGHT GAS&COND	
Equipment	Activities	TAG	Sign.	Date	Comments
		CP6A/B			
		68P01A/B			
		68P01A/B			
		CP11			
Water injection	Samples	CHCOR			
		O2			
TEG		CH1A/B			

elf 		3 MONTHLY STANDPIPE MAINT.		No.: F036		POSITION FO2/NIGHT GAS&COND	
Equipment	Activities	TAG	Sign.	Date	Comments		
VESSELS	STAND PIPE MAINTENANCE CHECK OF LEVEL GLASSES (BALL VALVES ON LG'S)	CV14A					
	MOVING OF MANUAL OPERATED VALVES, AND CHECK FOR LEAKS	CV17A					
		CV17B					
		CV45					
		CV2A					
		CV509					
		CV646					
		CV613					
		CV1C					
		CV619A/B/C					
		CV620					
		CV1B					
		CV8					
		CV15A					
		CV20A					
		CH1A					
		CH1B					
		CQ603					
		CQ605					
		CQ602					
VALVES	CHECK FUNCTION OF XCV VALVE	WATER INJ.					
	CHECK HYDRAULIC CABINETS FOR LEAK ETC.	ALL					
COMPRESSOR	ALARM CHECK	K506					
	CHECK FOR ABNORMALITIES AS LEAK, NOIS, VIBRATION AND TEMPERATUR.						
	CHECK FUNCTION OF ALL VALVES CHECK THAT GAUGES ARE CORRECT.						
Pig traps	MOVING OF MANUAL OPERATED VALVES,AND CHECK FOR LEAKS	CM1					
		CM2					

		6 MONTHLY STANDPIPE MAINT. INCL. GREASING		No.: F040		POSITION FO2/NIGHT GAS&COND	
Equipment	Activities	TAG	Sign.	Date	Comments		
VESSELS	STAND PIPE MAINTENANCE CHECK OF LEVEL GLASSES (BALL VALVES ON LG'S) MOVING OF MANUAL OPERATED VALVES, AND CHECK FOR LEAKS LUBRICATE ALL MANUAL ISOLATION VALVES	CV14A					
		CV17A					
		CV17B					
		CV45					
		CV2A					
		CV509					
		CV646					
		CV613					
		CV1C					
		CV619A/B/C					
		CV620					
		CV1B					
		CV8					
		CV15A					
		CV20A					
		CH1A					
		VALVES	FUNCTION TEST OF ESDV'S TO ENSURE CLOSING WHEN REQUIRED, IF NOT CONFIRM OPERATED IN MEANTIME CHECK FUNCTION OF XCV VALVE CHECK HYDRAULIC CABINETS FOR LEAK ETC.	ALL			
WATER INJ.							
ALL							
K506							
COMPRESSOR	ALARM CHECK CHECK FOR ABNORMALITIES AS LEAK, NOIS, VIBRATION AND TEMPERATUR. CHECK FUNCTION OF ALL VALVES. CHECK THAT GAUGES ARE CORRECT. LUBRICATE ALL MANUAL ISOLATION VALVES						
Pig traps	MOVING OF MANUAL OPERATED VALVES,AND CHECK FOR LEAKS LUBRICATE ALL MANUAL ISOLATION VALVES	CM1					
		CM2					

GAS & CONDENSATE TEAM (FGC)
MECHANIC 1 (ME1)



POSITION DESCRIPTION

No :

JOB TITLE: MECHANIC 1	TEAM: GAS & CONDENSATE TEAM	SECONDARY TEAM: CORE TEAM
--	--	--

MAIN FUNCTION TRADE RESPONSIBLE FOR:

- Main Function 4: LF SUBSEA & OIL/GAS INLET**
- Main Function 6: EF SUBSEA & INLET**
- Main Function 9: DP2 INLET**
- Main Function 11: WATER INJECTION & GAS LIFT**
- Main Function 12: GAS TREATMENT & EXPORT TCP2**
- Main Function 14: CONDENSATE & REINJECTION WATER TCP2**
- Main Function 19: HVAC**

DEPUTY MAIN FUNCTION TRADE RESPONSIBLE FOR:

ACT AS DEPUTY CORE TEAM MEMBER

OPERATIONAL TASKS: The following listed activities of operational tasks shall be considered as a guide line. Additional tasks shall be performed according to operational needs and requests.

Local operation of equipment.

- Accomplish work according to operational needs or based on request from CCR and assist when required.

Trouble shooting, clearing of alarms, etc

- Trouble shooting and check according to operational needs or on request from CCR.
- Special attention to CP607, H2SO4 acid pumps seals/isolation and Gas Lift Compressor.

Hand over

- Findings and status/deviations shall be reported to CRIS/OPTIMIS .
- Verbal hand over to / from Deputy personell

Test running for function optimization

- Perform different activities related to test program.

Pig operation

- Perform pig operation in co-operation with FO according to procedure in Operational Handbook.

Documented area check ("Skriverunder")

- According to program in CRIS.

Order and restore stock

- Order N2 and maintain local stock as hydraulic responsible.

Refill oil

- Refill lube oil on pumps: CP 502, 535 & 619
- Hydraulic oil LF sub sea unit. 5 times per year
- Check & Refill lube oil on pumps: CP 350, CP32, CP12, CP 370
- Check & Refill Hydraulic oil EF Subsea unit.

Cleaning

- Area responsible for Mechanical areas within Functions
- Assist team members in other areas when required.

Function training of personnel (OJT)


- According to OJT program.




POSITION DESCRIPTION


No :


JOB TITLE: MECHANIC 1	TEAM.: GAS & CONDENSATE TEAM	SECONDARY TEAM: CORE TEAM	
<p>Operational first degree</p> <ul style="list-style-type: none"> - According to check list in CRIS. Co-operate with FO in moving/greasing valves. <p>Interventions</p> <ul style="list-style-type: none"> - Prepare WP incl. Appendix - Prepare SJA according to need - Sign Work Permit to allow intervention on utility systems within his Main Functions - Work according to WP/MR or Complaint either as Job Leader or general resource person - Follow up after start up with control and adjustment. - Stand-by during start-up. <p>Reporting</p> <ul style="list-style-type: none"> - Findings and status/deviations shall be reported to CRIS/OPTIMIS 			
COMMENTS:			
Prepared by:	Name: V. Øverstad	Date: 16.03.97	Sign:
Verified by:	Name: H. Westgård	Date: 16.03.97	Sign:
OSV:	Name:	Date:	Sign:
Approved by:	Name: J. Holtermann	Date: 16.03.97	Sign:
OFM / PM:			


 DAILY DOCUMENTED CHECK ROTATING EQUIPMENT		No.: F107		POSITION MECH 1 GAS&COND	
Equipment	Activities	TAG	Sign.	Date	Comments
ROTATING EQUIPMENT DEG BOOSTER PUMP	CHECK CONDITION OF ROTATING EQUIPMENT, CHECK FOR LEAKS, VIBRATION,OIL LEVEL. REFILL OF OIL.	CP546			
DEG DRAIN PUMP		CP513A/B			
DEG INJECTION PUMP		CP502A/B/C			
HOT DEG RECIRK PUMP		CP535A/B			
CHEMICAL INJ. PUMP		CP510A/B			
HYDR. PUMP		CP544			
HYDR. PUMP		CP540			
PNEUMATIC HP. PUMP		CP541A/B			
HYDR. PUMP		CP542			
PNEUMATIC VHP. PUMP		CP543A/B			
N2 - CHARGING PUMP		CP545			
OIL TANK	CHECK HYDRAULIC OIL TANK AND DRAIN WATER. RE	CV540			


		MONTHLY DOCUMENTET CHECK ROTATING EQUIPMENT		No.: F108		POSITION MECH 1 GAS&COND	
Equipment	Activities	TAG	Sign.	Date	Comments		
ROTATING EQUIPMENT GLYCOL FILL PUMP	CHECK CONDITION OF ROTATING EQUIPMENT, CHECK OIL LEVEL/REFILL, LEAKS, VIBRATION	P13A/B					


F109 F4 MECH1 6MONTHLY CHECKLIST.xls


		6MONTHLY DOCUMENTED AREA		No.: F109		POSITION MECH 1 GAS&COND	
Equipment	Activities	TAG	Sign.	Date	Comments		
PUMPS	GREASE ALL PUMPS						


		DAILY DOCUMENTET CHECK ROTATING EQUIPMENT		No.: F110		POSITION MECH 1 GAS&COND	
Equipment	Activities	TAG	Sign.	Date	Comments		
ROTATING EQUIPMENT	CHECK CONDITION OF ROTATING EQUIPMENT,	CP32A/B					
METH. INJ. PUMP	CHECK OIL LEVEL/REFILL, LEAKS, VIBRATION	CP12A/B					
METH. INJ. PUMP		CP228A/B					
HYDR. PUMP							
HYDR. UNIT	CHECK HYDRAULIC POWER UNIT. CHECK FOR LEAKS, REFILL AND DRAIN	CQ340					
METH. INJ. PACKAGE	CHECK METHANE INJ. PACKAGE EF. CHECK FOR LEAKS AND REFILL OIL	CQ350					


		6 MONTHLY CHECK AND GREASING OF PUMPS		No.: F111		POSITION MECH 1 GAS&COND	
Equipment	Activities	TAG	Sign.	Date	Comments		
	GREASE ALL PUMPS						


 DAILY DOCUMENTED CHECK ROTATING EQUIPMENT		No.: F112		POSITION MECH 1 GAS&COND	
Equipment	Activities	TAG	Sign.	Date	Comments
ROTATING EQUIPMENT	CHECK CONDITION OF ROTATING EQUIPMENT, CHECK FOR LEAKS, VIBRATION,OIL LEVEL. REFILL OF OIL.	K506			
WATER INJ. FEED PUMP		CP606A/B			
WATER INJ. PUMP		CP607A/B			
VACUM PUMPS		CP632A/B			
WATER INJ. BOOSTER PUMPS		CP626A/B			
	CHECK ELECTRO CHLORINATION UNIT. CHECK FOR LEAKS, VIBRATION, OIL LEVEL. REFILL OF OIL.	CQ602			
		CP37A/B/C			


		WEEKLY DOCUMENTED CHECK OF COMPRESSOR		No.: F113		POSITION MECH 1 GAS&COND	
Equipment	Activities	TAG	Sign.	Date	Comments		
ROTATING EQUIPMENT HP. COMPR.	CHECK CONDITION OF ROTATING EQUIPMENT, CHECK FOR LEAKS, VIBRATION,OIL LEVEL. REFILL OF OIL.	K506					


		WEEKLY DOCUMENTET CHECK ROTATING EFQUIPMENT		No.: F116		POSITION MECH 1 GAS&COND	
Equipment	Activities	TAG	Sign.	Date	Comments		
ROTATING EQUIPMENT GLYCOL FILL PUMP	CHECK CONDITION OF ROTATING EQUIPMENT, CHECK FOR LEAKS, VIBRATION,OIL LEVEL. REFILL OF OIL.	CP13A/B					

		DAILY DOCUMENTED CHECK ROTATING EQUIPMENT		No.: F115		POSITION MECH 1 GAS&COND	
Equipment	Activities	TAG	Sign.	Date	Comments		
ROTATING EQUIPMENT GLYCOL INJ. PUMP	CHECK CONDITION OF ROTATING EQUIPMENT, CHECK FOR LEAKS, VIBRATION,OIL LEVEL. REFILL OF OIL.	CP10A/B					
CORR. INHIBITOR PUMP		CP14A/B					
HEAT EXCHANGER	CHECK FAN BELTS, NOISE ETC.	CE2A/B					

		MONTHLY DOCUMENTET CHECK ROTATING EFQUIPMENT		No.: F116		POSITION MECH 1 GAS&COND	
Equipment	Activities	TAG	Sign.	Date	Comments		
ROTATING EQUIPMENT	CHECK CONDITION OF ROTATING EQUIPMENT, CHECK FOR LEAKS, VIBRATION,OIL LEVEL. REFILL OF OIL.	CP13A/B					

		6 MONTHLY CHECK AND GREASING OF PUMPS		No.: F117		POSITION MECH 1 GAS&COND	
Equipment	Activities	TAG	Sign.	Date	Comments		
	GREASE ALL PUMPS						

		<u>DAILY DOCUMENTED CHECK ROTATING EQUIPMENT</u>		No.: F118		POSITION MECH 1 GAS&COND	
Equipment	Activities	TAG	Sign.	Date	Comments		
ROTATING EQUIPMENT CONDENSATE RETURN PUMP	CHECK CONDITION OF ROTATING EQUIPMENT, CHECK FOR LEAKS, VIBRATION,OIL LEVEL. REFILL OF OIL.	CP2A/B					
MEETERING PUMP		CP9A/B					

		6 MONTHLY CHECK AND GREASING OF PUMPS		No.: F119		POSITION MECH 1 GAS&COND	
Equipment	Activities	TAG	Sign.	Date	Comments		
	GREASE ALL PUMPS						

GAS & CONDENSATE TEAM (FGC)
MECHANIC 2 (ME2)



POSITION DESCRIPTION

No :


JOB TITLE: MECHANIC 2	TEAM.: GAS & CONDENSATE TEAM	SECONDARY TEAM:
MAIN FUNCTION TRADE RESPONSIBLE FOR: Main Function 21: FIRE & LIFESAVING APPLIANCES Main Function 23: SAFETY & CONTROL SYSTEM		
DEPUTY MAIN FUNCTION TRADE RESPONSIBLE FOR:		
<p>OPERATIONAL TASKS: The following listed activities of operational tasks shall be considered as a guide line. Additional tasks shall be performed according to operational needs and requests.</p> <p>Local operation of equipment.</p> <ul style="list-style-type: none"> - Accomplish work according to operational needs or based on request from CCR and assist when required. <p>Trouble shooting, clearing of alarms</p> <ul style="list-style-type: none"> - Repair according to list made by Coxwains - Trouble shooting and check according to operational needs or on request from CCR. - Special attention to fire pumps. Reset deluge valves/change empty Halone bottles. <p>Hand over</p> <ul style="list-style-type: none"> - Findings and status/deviations shall be reported to CRIS/OPTIMIS . <p>Test running for function optimization</p> <ul style="list-style-type: none"> - Flow test fire pumps. - Full flow test of deluge <p>Documented area check ("Skriverunder")</p> <ul style="list-style-type: none"> - According to program in CRIS. <p>Collect samples for analyses.</p> <ul style="list-style-type: none"> - Spot samples outside PM program on request. - Foam samples and corrosion on request outside program. <p>Refill oil, chemicals, methanol, etc</p> <ul style="list-style-type: none"> - Refill of foam. - Refill of gear and lube oil in life boat's - Refill lube oil on fire pumps <p>Refill of fuel</p> <ul style="list-style-type: none"> - Refill diesel for fire pumps. - Refill diesel in life boats <p>Order and restore stock</p> <ul style="list-style-type: none"> - Ordering foam and install on stations. - Order and restore local work shop TP1. - Local stock and MWR order 		





POSITION DESCRIPTION

No :

JOB TITLE: MECHANIC 2	TEAM.: GAS & CONDENSATE TEAM	SECONDARY TEAM:	
<p>Cleaning</p> <ul style="list-style-type: none"> - Area responsible for Mechanical areas within Functions - Assist team members in other areas when required. <p>Function training of personnel (OJT)</p> <ul style="list-style-type: none"> - Briefing of operators and emergency teams. - Instruction in safety equipment <p>Operational first degree</p> <ul style="list-style-type: none"> - According to check list in CRIS. Co-operate with FO in moving/greasing valves. <p>Interventions</p> <ul style="list-style-type: none"> - Prepare WP incl. Appendix - Prepare SJA according to need - Sign Work Permit to allow intervention on utility systems within his Main Functions - Work according to WP/MR or Complaint either as Job Leader or general resource person - Follow up after start up with control and adjustment. - Stand-by during start-up. <p>Reporting</p> <ul style="list-style-type: none"> - Daily status of safety equipment to be reported to morning report/telex. - Report to OSV about deluge test and deluge valve function every week. - Deviations/non-conformities on Safety systems shall be documented in Synergy where relevant. - Findings and status/deviations shall be reported to CRIS/OPTIMIS 			
COMMENTS:			
Prepared by:	Name: V. Øverstad	Date: 16.03.97	Sign:
Verified by:	Name: H. Westgård	Date: 16.03.97	Sign:
OSV:	Name:	Date:	Sign:
Approved by:	Name: J. Holtermann	Date: 16.03.97	Sign:
OFM / PM:			

 DAILY DOCUMENTED CHECK FIRE PUMPS		No.: F120		POSITION MECH 2 GAS&COND	
Equipment	Activities	TAG	Sign.	Date	Comments
FIRE PUMPS	CHECK CONDITION OF ROTATING EQUIPMENT, CHECK OIL LEVEL/REFILL, DIESEL LEVEL/REFILL, WATER LEVEL/REFILL, PREHEATING	P1			LOG WHEN PUMP IS OUT OF AUTO. LOGBOOK IN PUMP ROOMS
		P6A/B			
		CP6A/B			
ROTATION EQUIPMENT	CHECK CONDITION OF ROTATING EQUIPMENT, CHECK OIL LEVEL/REFILL, DIESEL LEVEL/REFILL, WATER LEVEL/REFILL, HYDRAULIC LEVEL/REFILL, PREHEATING, START AIR COMPRESSOR	CP68P01A/B			LOG WHEN PUMP IS OUT OF AUTO. LOGBOOK IN PUMP ROOMS
FIRE PUMPS	CHECK CONDITION OF NEW FIRE PUMP. CHECK OIL LEVEL/REFILL, DIESEL LEVEL/REFILL, WATER LEVEL/REFILL, AIR PRESSURE, PREHEATING, COOLING OIL SYSTEM	CP011			LOG WHEN PUMP IS OUT OF AUTO. LOGBOOK IN PUMP ROOMS
		CQ27			
TCP2 PROD. OFFICE/QP	CHECK OP PRESSURE IN SPRINKLER SYSTEM QP				

		WEEKLY TEST OF 2DELUGE VALVES AND STATUS FP.		No.: F121		POSITION MECH 2 GAS&COND	
Equipment	Activities	TAG	Sign.	Date	Comments		
	REPORT TO OSV STATUS REPORT						
	-FIRE PUMP AVAILABLE						
	TEST RESULT FOR DE LUGE VALVE FUNCTION						
	-LIFEBOATS/MOBBOAT OUT OF FUNCTION						

 2 WEEKLY VISUAL CHECK DELUGE/MOB BOAT & LIFEBOAT		No.: F122		POSITION MECH 2 GAS&COND	
Equipment	Activities	TAG	Sign.	Date	Comments
DE-LUGE	VISUAL CHECK THAT "DE-LUGE" IS IN STANDBY MODE. VISUAL CHECK OF PIPING & NOZZLE				
LIFE BOATS	CHECK LIFEBOAT ACCORDING TO CHECK LIST	QP			FOLLOW UP LIST FROM COXWAIN
		TP1			
		TCP2			
MOBBOAT	CHECK MOB BOAT	TCP2			
FIRETEAM ROOM	CLEAN PERSONELL MASK/EQUIPMENT AND REFILL AIR BOTTLE	QP			
		TCP2			

GAS & CONDENSATE TEAM (FGC)
EL TECH (EL1)



POSITION DESCRIPTION

No :


JOB TITLE: ELECTRICIAN 1	TEAM: GAS & CONDENSATE TEAM	SECONDARY TEAM:
MAIN FUNCTION TRADE RESPONSIBLE FOR: Main Function: 19 HVAC Main Function: 21 FIRE AND LIFESAVING APPLIANCES		
DEPUTY MAIN FUNCTION TRADE RESPONSIBLE FOR: Deputy for: Back-up Core Team (EI tech. 3 - Oil Team)		
OPERATIONAL TASKS: The following listed activities of operational tasks shall be considered as a guide line. Additional tasks shall be performed according to operational needs and requests. Local operation of equipment. <ul style="list-style-type: none"> - Accomplish work according to operational needs or based on request from CCR and assist when required.. - Adjust temperatures, humidity and temp. reg. of AC unit. - Operate Cooler and freezer unit. - Perform re-calibration of over-pressure in rooms under influence of strong wind. Trouble shooting, clearing of alarms <ul style="list-style-type: none"> - Trouble shooting and check according to operational needs or on request from CCR. Hand over (Crew Change) <ul style="list-style-type: none"> - Findings and status/deviations shall be reported to CRIS/OPTIMIS . - Verbal hand over to / from Deputy personell Documented area check ("Skriverunder") <ul style="list-style-type: none"> - According to program in CRIS. Refill oil and chemicals <ul style="list-style-type: none"> - Refill oil and Freon 22 when found required on documented round. Order and restore stock <ul style="list-style-type: none"> - Complete Local stock of control equipment. - Order Freon 22 and fan belts. - Ordering and handling filters not on security stock Cleaning <ul style="list-style-type: none"> - Area responsible for Electrical areas within Functions. - Assist team members in other areas when required. Function training of personnel (OJT) <ul style="list-style-type: none"> - According to OJT program. Operational first degree <ul style="list-style-type: none"> - According to check list in CRIS. 		



POSITION DESCRIPTION

No :

JOB TITLE: ELECTRICIAN 1		TEAM: GAS & CONDENSATE TEAM		SECONDARY TEAM:	
<p>Interventions</p> <ul style="list-style-type: none"> - Prepare WP incl. Appendix (drawings etc) - Prepare SJA according to need - EIC- issue certificates and de-isolation for work - Sign Work Permit to allow intervention on electrical systems within his Main Functions - Work according to WP/MR or Complaint either as Job Leader or general resource person - Follow up after start up with control and adjustment. <p>Reporting</p> <ul style="list-style-type: none"> - Findings and status/deviations shall be reported to CRIS/OPTIMIS 					
COMMENTS:					
Prepared by:		Name:	Date:	Sign:	
		V. Øverstad	14.03.97		
Verified by:		Name:	Date:	Sign:	
OSV:		H. Westgård	16.03.97		
Approved by:		Name:	Date:	Sign:	
OFM / PM:		J. Holtermann	16.03.97		

elf 		DAILY DOCUMENTED AREA CHECK		No.: F302		POSITION EL.TECH 1 GAS&COND	
Equipment	Activities	TAG	Sign.	Date	Comments		
FIREDAMPERS	CHECK CCR FOR ALARMS	QP					
	CHECK LOCAL ALARMPANELS ON EACH PLATFORM	TP1					
	ALSO CHECK PC44 FOR AIR FLOW AND TEMPERATURE	TCP2					

GAS & CONDENSATE TEAM (FGC)
INST TECH (IT1)



POSITION DESCRIPTION

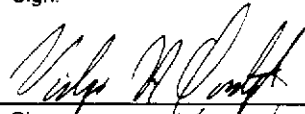
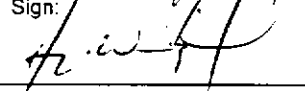

No :


JOB TITLE: INSTRUMENT TECHNICIAN 1	TEAM: GAS & CONDENSATE TEAM	SECONDARY TEAM:
MAIN FUNCTION TRADE RESPONSIBLE FOR: Main Function: 4 LF SUBSEA & GAS/OIL INLET Main Function: 6 EF SUBSEA & INLET Main Function: 9 DP2 INLET Main Function: 11 WATER INJECTION & GAS LIFT Main Function: 12 GAS TREATMENT & EXPORT TCP2 Main Function: 14 CONDENSATE & REINJECTED WATER TCP2 Main Function: 19 HVAC Main Function: 21 FIRE AND LIFESAVING APPLIANCES		
DEPUTY MAIN FUNCTION TRADE RESPONSIBLE FOR:		
OPERATIONAL TASKS: The following listed activities of operational tasks shall be considered as a guide line. Additional tasks shall be performed according to operational needs and requests. Local operation of equipment. - Accomplish work according to operational needs or based on request from CCR and assist when required. Trouble shooting, clearing of alarms - Trouble shooting and check according to operational needs or on request from CCR/FO. - Assist HVAC tech. if required. Hand over (Crew Change) - Findings and status/deviations shall be reported to CRIS/OPTIMIS . Documented area check ("Skriverunder") - According to program in CRIS. Order and restore stock - Order, restore stock Cleaning - Area responsible for Instrument areas within Functions - Assist team members in other areas when required. Function training of personnel (OJT) - According to OJT program. Operational first degree - According to check list in CRIS. Interventions - Prepare WP incl. Appendix (drawings etc) - Prepare SJA according to need - Sign Work Permit to allow intervention on instrument systems within his Main Functions - Work according to WP/MR or Complaint either as Job Leader or general resource person. - Follow up after start up with control and adjustment.		





POSITION DESCRIPTION


No :


JOB TITLE: INSTRUMENT TECHNICIAN 1		TEAM.: GAS & CONDENSATE TEAM		SECONDARY TEAM:
Reporting - Findings and status/deviations shall be reported to CRIS/OPTIMIS				
COMMENTS:				
Prepared by:	Name:	Date:	Sign:	
	V. Øverstad	14.03.97		
Verified by:	Name:	Date:	Sign:	
OSV:	H. Westgård	16.03.97		
Approved by:	Name:	Date:	Sign:	
OFM / PM:	J. Holtermann	16.03.97		


		WEEKLY DOCUMENTED AREA CHECK	F209	POSITION	INST. TECH 1 GAS&COND
Signature			Date	Comments	
Equipment	Activities	TAG			
Main function 4					
LILLE FRIGG CONDENSATE PUMP A	A GENERAL VERIFICATION THAT ALL INSTRUMENTATION IN THE AREA ARE ACCORDING TO ELF STANDARD & SPECIFICATION.	CP619A			
LILLE FRIGG CONDENSATE PUMP B	MAINTENANCE REQUESTS (OPTIMIS) TO BE OPENED, IN ORDER TO CORRECT ANY ABNORMALITIES.	CP619B			
CONDENSATE/CONDENSATE EXCHANGE	A DETAILED REPORTING IN OPTIMIS IS A MUST , IN ORDER TO KEEP THE HISTORIC FILE UPDATED	CE501			
GAS PIG RECEIVER (LF)		CM501			
LF SLUG CATCHER		CV210			
LF GAS SCRUBBER		CV211			
LF CONDENSATE SEPARATOR		CV502			
CE502 CONDENSATE HEATER		CE502			
CONDENSATE SEPARATOR		CV14B			
TEG FILTER		CV15B			
TEG CHARCOAL FILTER		CV20B			
CONDENSATE SEPARATOR		CV14C			
DEG FILTER		CV515C			
DEG REGENERATION UNIT		CQ1C			
AIR SUPPLY FAN		FN1C			
DEG SURGE TANK		CV17C			
DEG HEAT EXCHANGER		CE508			
DEG BOOSTER PUMP		CP546			
AMMONIA INJECTION UNIT		CQ530			
DEG BUFFER TANK		CV2C			
DEG INJECTION HEADER					
DEG DRAIN PUMP		CP513A			
DEG DRAIN PUMP		CP513B			
DEG INJECTION FILTER		CV511			
DEG INJECTION PUMP		CP502A			
DEG INJECTION PUMP		CP502B			
DEG INJECTION PUMP		CP502C			
HOT DEG RECIRCULATION PUMP	A GENERAL VERIFICATION THAT ALL INSTRUMENTATION IN THE AREA ARE ACCORDING TO ELF STANDARD & SPECIFICATION.	CP535A			
HOT DEG RECIRCULATION PUMP	MAINTENANCE REQUESTS (OPTIMIS) TO BE OPENED, IN ORDER TO CORRECT ANY ABNORMALITIES.	CP535B			


		WEEKLY DOCUMENTED AREA CHECK	F209	POSITION	INST. TECH 1 GAS&COND
Signature			Date	Comments	
Equipment	Activities	TAG			
DEG INJECTION CONTROL	A DETAILED REPORTING IN OPTIMIS IS A MUST , IN ORDER TO KEEP THE HISTORIC FILE UPDATED	CQ501			
V9-GLYCOL STORAGE TANK		V9			
P13A & P13B GLYCOL FILL PUMPS		P13A/B			
CV510 CORR INHIBITOR TANK LF		CV510			
CP510A/B CORR INH INJ PUMP LF		CP510A/B			
RESERVOIR		CV540			
CIRCULATION PUMP		CP544			
CIRCULATION FILTER		CV545			
HYDRAULIC HP PUMP		CP540			
PNEUMATIC HP PUMP		CP541A/B			
HP ACCUMULATOR		CV541A/B			
HP SUPPLY FILTERS		CV542A/B			
HYDRAULIC VHP PUMP		CP542			
PNEUMATIC VHP PUMP		CP543A/B			
VHP ACCUMULATOR		CV543A/B			
VHP FILTERS		CV544A/B			
N2-CHARGING PUMP		CP545			
SDV ACCUMULATOR		CV546			


		WEEKLY DOCUMENTED AREA CHECK	F210	POSITION	INST. TECH 1 GAS&COND
Signature			Date	Comments	
Equipment	Activities	TAG			
Main function 6 EAST FRIGG INLET	A GENERAL VERIFICATION THAT ALL INSTRUMENTATION IN THE AREA ARE ACCORDING TO ELF STANDARD & SPECIFICATION.				
EAST FRIGG SLUG CATCHER	MAINTENANCE REQUESTS (OPTIMIS) TO BE OPENED, IN ORDER TO CORRECT ANY ABNORMALITIES.	CV310			
EAST FRIGG METERING SCRUBBER	A DETAILED REPORTING IN OPTIMIS IS A MUST , IN ORDER TO KEEP THE HISTORIC FILE UPDATED	CV311			
CM-210 PIPING TO EAST FRIGG					
METHANOL WATER FLASH DRUM EF		CV-320			
EF COND./METHANOL SEPARATOR		CV313			
METHANOL STORAGE TANK EF		CV-350A			
METHANOL STORAGE TANK EF		CV-350B			
METHANOL FLASH TANK EF		CV-360			
METHANOL INJECTION PACKAGE EF		CO-350			
METHANOL INJECT UNIT SEA LINE		CP-32A			
METHANOL INJECT UNIT SEA LINE		CP-32B			
METHANOL DRAIN TANK		CV-56			
FLEXIBLE BULK HOSES					
CV23-METHANOL STORAGE TANK		CV23			
CP17A & B-METHANOL TRANSF PUMP		CP17 A/B			
CP12A-METHANOL INJECTION PUMP		CP12 A			
CP12B-METHANOL INJECTION PUMP		CP12 B			
METHANOL INJECT UNIT SEA LINE		CP-32A			
METHANOL INJECT UNIT SEA LINE		CP-32B			
NEF METH INJ PUMPS PACK CP228		CP228 A/B			


	WEEKLY DOCUMENTED AREA CHECK	F210	POSITION	INST. TECH 1 GAS&COND
Signature			Date	Comments
Equipment	Activities	TAG		
FLEXIBLE BULK HOSES				
V23-METHANOL STORAGE TANK		V23		
P17A & B-METHANOL TRANSF PUMPS		P17A/B		
P12A/B-METHANOL INJECTION PUMP		P12A/B		
CORR INHIBITOR STORAGE TANK EF		CV-370		
CORR INHIBIT INJECT PUMP A & B EF		CP-370A/B		
HYDRAULIC POWER UNIT		CO-340		


	WEEKLY DOCUMENTED AREA CHECK	F211	POSITION	INST. TECH 1 GAS&COND
Signature			Date	Comments
Equipment	Activities	TAG		
Main function 9 FRIGG INLET	A GENERAL VERIFICATION THAT ALL INSTRUMENTATION IN THE AREA ARE ACCORDING TO ELF STANDARD & SPECIFICATION.			
GAS PIG RECEIVER (DP2)		CM2		
FRIGG GAS FWKO SEPARATOR		CV1C		
ODIN GAS SCRUBBER (Partly)		CV201		
LINE TO HP-RELIEF				
LINE TO COMPRESSION ESDVCV1 9				


		WEEKLY DOCUMENTED AREA CHECK	F212	POSITION	INST. TECH 1 GAS&COND
Signature			Date	Comments	
Equipment	Activities	TAG			
Main function 11 FRØY WATER INJECTION & GAS LIFT	A GENERAL VERIFICATION THAT ALL INSTRUMENTATION IN THE AREA ARE ACCORDING TO ELF STANDARD & SPECIFICATION.				
K506 SUCTION SCUBBER	MAINTENANCE REQUESTS (OPTIMIS) TO BE OPENED, IN ORDER TO CORRECT ANY ABNORMALITIES.	CV509			
STARTUP/ GAS LIFT COMPRESSOR	A DETAILED REPORTING IN OPTIMIS IS A MUST , IN ORDER TO KEEP THE HISTORIC FILE UPDATED	K506			
K506 AFTERCOOLER		CE509			
PRESSURE TANK		CV527			
FROY WATER INJECT FEED PUMP A		CP606A			
CP606A ELECTRICAL MOTOR		CP606A			
FROY WATER INJECT FEED PUMP B		CP606B			
CP606B ELECTRICAL MOTOR		CP606B			
SULFURIC ACID STORAGE & PUMPS		CQ603			
FINE FILTER VESSEL A		CV619A			
FINE FILTER VESSEL B		CV619B			
FINE FILTER VESSEL C		CV619C			
GAS CYCLONE		CV620			
FINE FILTERS PIPING INSTRUM					
DEAERATION TOWER & VACUUM PUMP		CV646			
FROY WATER INJECTION PUMP A		CP607A			
CP607A ELECTRICAL MOTOR		CM621A			
FROY WATER INJECTION PUMP B		CP607B			
CP607B ELECTRICAL MOTOR		CM621B			
CP607A/B INSTRUMENTS					

	WEEKLY DOCUMENTED AREA CHECK		F212	POSITION	INST. TECH 1 GAS&COND
Signature				Date	Comments
Equipment	Activities	TAG			
FROY WAT INJ PRE-BOOST PUMP A		CP626A			
FROY WAT INJ PRE-BOOST PUMP B		CP626B			
AIR RECEIVER		CV613			
FROY CHEMICAL INJECTION PACKAG		CQ605			
ELECTRO CHLORINATION UNIT		CQ602			

		WEEKLY DOCUMENTED AREA CHECK	F213	POSITION	INST. TECH 1 GAS&COND
Signature			Date	Comments	
Equipment	Activities	TAG			
Main function 12	A GENERAL VERIFICATION THAT ALL INSTRUMENTATION IN THE AREA ARE ACCORDING TO ELF STANDARD & SPECIFICATION. MAINTENANCE REQUESTS (OPTIMIS) TO BE OPENED, IN ORDER TO CORRECT ANY ABNORMALITIES. A DETAILED REPORTING IN OPTIMIS IS A MUST , IN ORDER TO KEEP THE HISTORIC FILE UPDATED				
GAS TREATMENT& EXPORT TCP2					
GAS DEHYDRATION					
CONDENSATE SEPARATOR		CV14A			
TEG FILTER		CV15A			
TEG CHARCOAL FILTER		CV20A			
TEG HEAT EXCHANGER		CE1A-2			
TEG HEAT EXCHANGER		CE1A-1			
TEG REGENERATION UNIT		CQ1A			
AIR SUPPLY FAN		FN1A			
TEG SURGE TANK		CV17A			
TEG PUMP		CP10A			
TEG PUMP		CP10B			
AIR COOLED HEAT EXCHANGER		CE2A			
TEG HEAT EXCHANGER		CE1B2			
TEG HEAT EXCHANGER		CE1B1			
TEG REGENERATION UNIT		CQ1B			
TEG SURGE TANK		CV17B			
TEG PUMP		CP10C			
TEG PUMP		CP10D			
AIR COOLED TEG HEAT EXCHANGER		CE2B			
TEG FILL PUMP		CP13A			
TEG FILL PUMP		CP13B			
TEG SLOP TANK		CV45			
TEG STORAGE TANK		CV1B			
CV2A-GLYCOL CONTACTORS		CV2A			
CV2B-GLYCOL CONTACTORS		CV2B			
OFF-GAS COMPRESSOR K507		K507			
GAS.PIG.LAUNCHER.EQUIPM		CM3			

		WEEKLY DOCUMENTED AREA CHECK	F214	POSITION	INST. TECH 1 GAS&COND
Signature			Date	Comments	
Equipment	Activities	TAG			
Main function 14 COND.TR & REINJ.WATER TCP2 DP2 METHANOL/DEG.WATER INJ.	A GENERAL VERIFICATION THAT ALL INSTRUMENTATION IN THE AREA ARE ACCORDING TO ELF STANDARD & SPECIFICATION.				
CV9-METHANOLATED WATER TANK	MAINTENANCE REQUESTS (OPTIMIS) TO BE OPENED, IN ORDER TO CORRECT ANY ABNORMALITIES.	CV9			
CV51-METHANOL WATER TANK	A DETAILED REPORTING IN OPTIMIS IS A MUST , IN ORDER TO KEEP THE HISTORIC FILE UPDATED	CV51			
CP222A-METHANOL WATER INJ PUMP		CP222A			
CP222B-METHANOL WATER INJ PUMP		CP222B			
CP227-METH WATER INJ COND PUMP		CP227			
CP229-METH WATER INJ W PUMP		CP229			
CV48-METHANOL WATER FILTER		CV48			
CV49-METHANOL WATER FILTER		CV49			
CV50-METHANOL WATER FILTER		CV50			
CV220-METHANOL WATER FLASH DR		CV220			
CV225A & CP225A CHEMICAL INJ		CV225A			
CV225B & CP225B CHEMICAL INJ		CV225B			
CONDENSATE RECYCLE TANK		CV33			
FRIGG CONDENSATE RECYCLE PUMP		CP15A			
FRIGG CONDENSATE RECYCLE PUMP		CP15B			
FRIGG CONDENSATE SURGE TANK		CV3			
FRIGG CONDENSATE RETURN PUMP		CP2A			
FRIGG CONDENSATE RETURN PUMP		CP2B			
SLOPS OIL PUMP		CP9A			
SLOPS OIL PUMP		CP9B			
OIL SKIMMER		CV5			
CONDENSATE STORAGE TANK		CV38			
CP1A & B-PIPING AND VALVING					

	WEEKLY DOCUMENTED AREA CHECK	F215	POSITION	INST. TECH 1 GAS&COND
Signature			Date	Comments
Equipment	Activities	TAG		
Main function 19	A GENERAL VERIFICATION THAT ALL INSTRUMENTATION IN THE AREA ARE ACCORDING TO ELF STANDARD & SPECIFICATION.			
HVAC	MAINTENANCE REQUESTS (OPTIMIS) TO BE OPENED, IN ORDER TO CORRECT ANY ABNORMALITIES.	QP		
	A DETAILED REPORTING IN OPTIMIS IS A MUST , IN ORDER TO KEEP THE HISTORIC FILE UPDATED	TP1		
		TCP2		

		WEEKLY DOCUMENTED AREA CHECK		F216	POSITION	INST. TECH 1 GAS&COND
Signature				Date	Comments	
Equipment	Activities	TAG				
Main function 21 UTILITY FIRE FIGHTING EQUIPMENT/ WASHDOWN SYS.	A GENERAL VERIFICATION THAT ALL INSTRUMENTATION IN THE AREA ARE ACCORDING TO ELF STANDARD & SPECIFICATION.					
P6A FIREWATER PUMP&DIESEL ENG	MAINTENANCE REQUESTS (OPTIMIS) TO BE OPENED, IN ORDER TO CORRECT ANY ABNORMALITIES.	P6A				
P6B FIREWATER PUMP&DIESEL ENG	A DETAILED REPORTING IN OPTIMIS IS A MUST , IN ORDER TO KEEP THE HISTORIC FILE UPDATED	P6B				
P1 FIREWATER PUMP & DIESEL ENG		P1				
P5-WASHDOWN PUMP		P5				
CP6A FIREWATER PUMP & DIESEL		CP6A				
CP6B FIREWATER PUMP & DIESEL		CP6B				
SUBMERSIBLE FIRE WATER PUMP		CQ027				
68P01A DIESEL ENG & HYDR SYST		68PD01A				
68P01B DIESEL ENG & HYDR SYST		68PD01B				
P33 WASHDOWN PUMP		P33				
WASHDOWN PUMP TCP2C		50P02				

SUPPORT TEAM (FS)
MARINE COORDINATOR (MAR)



POSITION DESCRIPTION

No :

JOB TITLE: MARINE CO-ORDINATOR	TEAM.: FRIGG SUPPORT TEAM	SECONDARY TEAM:
MAIN FUNCTION TRADE RESPONSIBLE FOR: Main Function: 18 WORKSHOP & WAREHOUSE		
DEPUTY MAIN FUNCTION TRADE RESPONSIBLE FOR:		
<p>OPERATIONAL TASKS: The following listed activities of operational tasks shall be considered as a guide line. Additional tasks shall be performed according to operational needs and requests.</p> <p>Local operation of equipment</p> <ul style="list-style-type: none"> - Accomplish work according to operational needs or based on request from CCR and assist when required. - Arrange for intern/extern lift - Flagman for lifting - Empty small (mobil oil collectors) into sloop oil tanks - Collection of waste oil drums. - Receive water (every 3 days) and perform clorination of potable water - Helideck duties when required <p>Trouble shooting, clearing of alarms, etc</p> <ul style="list-style-type: none"> - Rep. Broken hose - Keep an overview of location of containers. - Require assistance from crane operator if required. <p>Hand over (Crew change)</p> <ul style="list-style-type: none"> - Findings and status/deviations shall be reported to CRIS/OPTIMIS <p>Lifting Operations</p> <p>Prepare WP (heavy lift process area)</p> <p>Prepare SJA as needed</p> <p>Perform work according to WP</p> <p>Follow up after start up with control and adjustment.</p> <p>Administration etc.</p> <ul style="list-style-type: none"> - Issue cargo manifest for containers - Issue packing list - Daily contact Heimdal marine coordinator. - Ordering special containers, for contractor - Taking diesel, and Deg./methanol - Assist WH mann with tools ordering - Check for trolleys - and send onshore for repair if needed - Check ladderstations - Check supply vessel if any movement - Making sign/labels 		



POSITION DESCRIPTION

No :

JOB TITLE: MARINE CO-ORDINATOR		TEAM:. FRIGG SUPPORT TEAM		SECONDARY TEAM:
<p>Update of logs.</p> <ul style="list-style-type: none"> - Logbook for lifting app. Shuttle moment log - contractors log. - Log consumption of diesel/water - Logbook for pendent wire - Slings insp. Logbook - Frøy logbook/shipping/lifting - DP2 logbook/shipping/lifting - Logbook for tools - Logbook for chainblocks - Log for diesel concern - Log for water concern - Special declaration log (for waste, paint, oil etc) <p>Documented area check ("Skrivereunder")</p> <ul style="list-style-type: none"> - According to check list in CRIS. <p>Cleaning</p> <ul style="list-style-type: none"> - Area responsible for Mechanical areas within Functions - Assist team members in other areas when required. - Cleaning up heavy trash. and normal trash (around deck) - Responsible for cleaning in toolshop area (small one upstairs). <p>Reporting</p> <ul style="list-style-type: none"> - Findings and status/deviation shall be reported to CRIS/OPTIMIS - Issue non conformance report - Event report 				
COMMENTS:				
Prepared by:	Name:	Date:	Sign:	
	V. Øverstad	16.03.97		
Verified by:	Name:	Date:	Sign:	
OSV:	H. Westgård	16.03.97		
Approved by:	Name:	Date:	Sign:	
OFM / PM:	J. Holtermann	16.03.97		

SUPPORT TEAM (FS)
WAREHOUSE MAN (WHS)



POSITION DESCRIPTION

No :

JOB TITLE: WAREHOUSE MAN	TEAM: FRIGG SUPPORT TEAM	SECONDARY TEAM:
MAIN FUNCTION TRADE RESPONSIBLE FOR: Main Function: 18 WORKSHOP & WAREHOUSE		
DEPUTY MAIN FUNCTION TRADE RESPONSIBLE FOR:		
OPERATIONAL TASKS: The following listed activities of operational tasks shall be considered as a guide line. Additional tasks shall be performed according to operational needs and requests. <p>Local operation of equipment.</p> <ul style="list-style-type: none"> - Accomplish work according to operational needs or based on request from CCR and assist when required. - Ordering security stock items 100% - lifting equipm, slings, fiber chain 80% - Follow up page 2 in MWR (Identify parts, who has arrived and where they are) - Deliver tools in/out - Deliver security stock items and consumable - Answer questions from trades - Ordering and delivering of all working clothes/shoes etc., and check this stock - All goods has to be checked against notes packinglist manifest (all definations has to be in detail) - Distrubution of goods to trade section and paper + filing - Filing and empty of containers/baskets for goods ordering of hoses - Follow up chemical stock, oil stock, data sheet - Packing of dangerous goods - Check of gassbottles and portable welding equipment <p>Trouble shooting, clearing of alarms, etc</p> <ul style="list-style-type: none"> - Scramble onshore personell and arrange delivery by need <p>Order and restore stock</p> <ul style="list-style-type: none"> - Ordering stock items - Ordering security stock/tools etc. <p>Hand over (Crew change)</p> <ul style="list-style-type: none"> - Findings and status/deviations shall be reported to CRIS /OPTIMIS <p>Update logs</p> <ul style="list-style-type: none"> - Collect/Update data sheets/log for dangerous material. - Certificate log for valves, tubing, etc. - Chemical log - Oil log - Logbook for breathing app. 		



POSITION DESCRIPTION

No :

JOB TITLE: WAREHOUSE MAN		TEAM: FRIGG SUPPORT TEAM		SECONDARY TEAM:	
<p>Administration etc.</p> <ul style="list-style-type: none"> - Certificate for bolts, flanges (blind), etc. - Packing list in/out - Cargo manifest - MWR ordering file - Purchase order file <p>Documented area check ("Skrivereunder")</p> <ul style="list-style-type: none"> - According to program in CRIS/OPTIMIS <p>Cleaning</p> <ul style="list-style-type: none"> - Area responsible for Warehouse areas within Functions - Assist team members in other areas when required. <p>General assistance to contractors</p> <ul style="list-style-type: none"> - Activity related to contractors coming out, not bringing their own tools <p>Reporting</p> <ul style="list-style-type: none"> - Findings and status/deviation shall be reported to CRIS/OPTIMIS 					
COMMENTS:					
Prepared by:	Name:	Date:	Sign:		
	V. Øverstad	16.03.97			
Verified by:	Name:	Date:	Sign:		
OSV:	H. Westgård	16.03.97			
Approved by:	Name:	Date:	Sign:		
OFM / PM:	J. Holtermann	16.03.97			

SUPPORT TEAM (FS)
CRANE OPERATOR (CRA)



POSITION DESCRIPTION

No :


JOB TITLE: CRANE OPERATOR	TEAM: FRIGG SUPPORT TEAM	SECONDARY TEAM:
MAIN FUNCTION TRADE RESPONSIBLE FOR: Main Function: 20 LIFTING AND COLUMN EQUIPMENT (Valid for Lifting Equipment)		
DEPUTY MAIN FUNCTION TRADE RESPONSIBLE FOR: 		
OPERATIONAL TASKS: The following listed activities of operational tasks shall be considered as a guide line. Additional tasks shall be performed according to operational needs and requests. Local operation of equipment. - Act as Crane Operator -perform pre-check of cranes. - Accomplish work according to operational needs or based on request from CCR and assist when required. Trouble shooting, clearing of alarms, etc - Trouble shooting and check according to operational needs or on request from CCR Hand over (Crew change) - Findings and status/deviations shall be reported to CRIS / OPTIMIS / Crane log Test running for function optimization - Test run/inspection together with DNV/Vendor. Collect samples for analyses - Spot sampling outside PM program on request. Documented area check ("Skriverunder") - Check list for cranes Refill oil, chemicals, methanol - Refill oil and diesel on cranes. Order and restore stock - Order parts for crane and winch Cleaning - Area responsible for the cranes and winches except columns. - Assist team members in other areas when required. Function training of personnel (OJT) - Training of new crane operators Operational first degree - According to check list in CRIS.		



POSITION DESCRIPTION

No :

JOB TITLE: CRANE OPERATOR	TEAM: FRIGG SUPPORT TEAM	SECONDARY TEAM:	
<p>Intervention</p> <ul style="list-style-type: none"> - Prepare WP incl. Appendix - Prepare SJA according to need - Prepare blindlist and labelling when work to be performed within his Main Functions. - Sign Work Permit to allow intervention on utility systems within his Main Functions - Work according to WP/MR or Complaint either as Job Leader or general resource person - Follow up after start up with control and adjustment. <p>Reporting</p> <ul style="list-style-type: none"> - Findings and status/deviations shall be reported to CRIS/OPTIMIS - Input to training log and wire CP log. 			
COMMENTS:			
Prepared by:	Name: V. Øverstad	Date: 16.03.97	Sign:
Verified by:	Name: H. Westgård	Date: 16.03.97	Sign:
OSV:	Name:	Date:	Sign:
Approved by:	Name: J. Holtermann	Date: 16.03.97	Sign:
OFM / PM:			

		DAILY DOCUMENTED CHECK FIRE PUMPS		No.: F123		POSITION CRANE SUP.TEAM	
Equipment	Activities	TAG	Sign.	Date	Comments		
	CHECK ACCORDING TO CHECKLIST	U6					
		M7					
		M8					
		CM7					
		80X01					

CORE TEAM (CT)
CORE TEAM LEADER (CTL1)



POSITION DESCRIPTION

No :

JOB TITLE: Core Team Leader 1	TEAM.: CORE TEAM	SECONDARY TEAM:
MAIN FUNCTION TRADE RESPONSIBLE FOR: Main Function: 1 FRØY WHP PROCESS Main Function: 2 FRØY WHP OTHERS Main Function: 7 DP2 PLATFORM Main Function: 8 DP2 PLATFORM OTHERS		
DEPUTY MAIN FUNCTION TRADE RESPONSIBLE FOR: WHEN ON CC: Assist OSV		
OPERATIONAL TASKS: The following listed activities of operational tasks shall be considered as a guide line. Additional tasks shall be performed according to operational needs and requests. Local operation of equipment - Accomplish work based on request from CCR and assist when required. - Adjustment of chokes - Operation of pumps - Close/open wells on request from DP2 contr./CCR - Inhibitor/Bactericide and assist with Dowell. - Team leader function - Adjustment of flow on chemicals. - Bleed-off annulus. - Control room function DP2 Trouble shooting, clearing of alarms, etc - Trouble shooting and check according to operational needs or on request from CCR. - As Core Team Leader, assist the team Hand over - Findings and status / deviations shall be reported to CRIS / OPTIMIS - As per visit report Input to general reporting - Visit report to OFM and CCR & OSV - Helicopter manifest Test running for function optimization - Perform different activities related to test program - On request from Reservoir, water/flow tests - Perform test after wire line operation, flapper test, flow test Planning and review - Planning of supply, transfer of equipment, manning, review of act Pig operation - Install PIG on request from CCR Audits - Assist Luftfartsverket, OD, teledirektoratet, DNV, Sjøfartsdirektoratet, Internal audits Collect samples for analyses - Collect sample after scale squeeze. - Water samples on producing wells - Collect samples based on request from Reservoir. - All samples are sent onshore for analyse. Local monitoring of parameters and alarms - When activity on platform, Core Team partly present in DP2 control room Documented area check ("Skrivereunder") - Combined check list, arrival and leave		



POSITION DESCRIPTION

No :

JOB TITLE: Core Team Leader 1		TEAM: CORE TEAM		SECONDARY TEAM:	
<p>Order and restore stock</p> <ul style="list-style-type: none"> - Loading of process chemicals - Local stores and work shop. Order and restore. <p>Refill oil, chemicals, methanol, etc</p> <ul style="list-style-type: none"> - Refill as needed <p>Medical Equipment check</p> <ul style="list-style-type: none"> - Monthly check content of locker and cabinet containing medical equipment <p>Assistance to onshore</p> <ul style="list-style-type: none"> - General support for onshore, clarify questions, phone calls <p>Logistic and catering</p> <ul style="list-style-type: none"> - Work according to need at Frøy or DP2 <p>Cleaning</p> <ul style="list-style-type: none"> - Area responsible for process areas within Functions. - Assist team members in other areas when required. <p>Function training of personnel (OJT)</p> <ul style="list-style-type: none"> - As per OJT program <p>Operational first degree</p> <ul style="list-style-type: none"> - As per program in CRIS <p>Interventions</p> <ul style="list-style-type: none"> - Prepare Authorisation for Work - Mechanical isolation and labelling. - N₂ purging. - Follow up blinding, steaming and Authorisation for work on production system. (AFW) - Sign Work Permit to allow intervention on production system - Act as general resource person during intervention - Approval for entry to closed space - Process follow up during work. - Inspect and accept closing of vessels - Pressure / leak test - Filling up liquid - Remove labeling and deisolate - Approve equipment ready for start up after intervention - Assist CCR with start up. <p>Reporting</p> <ul style="list-style-type: none"> - Findings and status/deviations shall be reported to CRIS/OPTIMIS 					
COMMENTS:					
Prepared by:		Name:	Date:	Sign:	
		V. Øverstad	14.03.97		
Verified by:		Name:	Date:	Sign:	
OSV:		H. Westgård	16.03.97		
Approved by:		Name:	Date:	Sign:	
OFM / PM:		J. Holtermann	16.03.97		

CORE TEAM (CT)

DEPUTY CORE TEAM LEADER (DCTL)



POSITION DESCRIPTION

No :

JOB TITLE: Deputy Core Team Leader	TEAM: Core Team	SECONDARY TEAM:
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MAIN FUNCTION TRADE RESPONSIBLE FOR:

Main Function: 10 ALWYN & TP1 PROCESS
Main Function: 24 COMMON UTILITY
Main Function: 25 PRIMARY & SECONDARY STRUCTURE

- Perform and follow up of subsea well testing (EF, LF, FRØY) in cooperation with CCR Team
 - Available for OSVat all times when onboard CC.

DEPUTY MAIN FUNCTION TRADE RESPONSIBLE FOR:

Deputy for : Core Team Leader (Core Team). See own position description for operational tasks.
Main Function: 1 FRØY WHP PROCESS
Main Function: 2 FRØY WHP OTHERS
Main Function: 7 DP2 PLATFORM
Main Function: 8 DP2 PLATFORM OTHERS

OPERATIONAL TASKS: The following listed activities of operational tasks shall be considered as a guide line. Additional tasks shall be performed according to operational needs and requests.

Local operation of equipment

- Accomplish work based on request from CCR and assist when required.
- Operation of PIG.
- Manual on/off operation of FCV's when req. start/stop of Alwyn.

Trouble shooting, clearing of alarms, etc

- Trouble shooting and check according to operational needs or on request from CCR.

Hand over

- Verbal hand over after shift.
- Findings and status/deviations shall be reported to CRIS/OPTIMIS .
- Verbal hand over to / from Deputy functions personell.

Documented area check ("Skriverunder")

- According to program in CRIS.

Cleaning

- Area responsible for process areas.
- Assist team members in other areas when required.

Function training of personnel (OJT)

- According to OJT program.

Operational first degree

- According to check list in CRIS.

Interventions

- Prepare Authorisation for Work
- Mechanical isolation and labelling.
- N₂ purging.
- Follow up blinding, steaming and Authorisatition for work on production system. (AFW)
- Sign Work Permit to allow intervention on production system
- Act as general resource person during intervention
- Approval for entry to closed space
- Process follow up during work.
- Inspect and accept closing of vessels
- Pressure / leak test
- Filling up liquid
- Remove labeling and deisolate
- Approve equipment ready for start up after intervention
- Assist CCR with start up.



POSITION DESCRIPTION

No :

JOB TITLE: Deputy Core Team Leader		TEAM: Core Team		SECONDARY TEAM:	
<p>Reporting</p> <p>- Findings and status/deviations shall be reported to CRIS/OPTIMIS</p>					
COMMENTS:					
Prepared by:	Name:	Date:	Sign:		
	V. Øverstad	16.03.97			
Verified by:	Name:	Date:	Sign:		
OSV:	H. Westgård	16.03.97			
Approved by:	Name:	Date:	Sign:		
OFM / PM:	J. Holtermann	16.03.97			

CORE TEAM (CT)
MECHANIC 1 (ME1)



POSITION DESCRIPTION

No :

JOB TITLE: MECHANIC 1	TEAM.: CORE TEAM	SECONDARY TEAM:
MAIN FUNCTION TRADE RESPONSIBLE FOR: Main Function: 1 FRØY WHP PROCESS Main Function: 2 FRØY WHP OTHERS Main Function: 7 DP2 PLATFORM Main Function: 8 DP2 PLATFORM OTHERS Main Function: 10 ALWYN & TP1 PROCESS Main Function: 24 COMMON UTILITY Main Function: 25 PRIMARY & SECONDARY STRUCTURE		
DEPUTY MAIN FUNCTION TRADE RESPONSIBLE FOR:		
OPERATIONAL TASKS: The following listed activities of operational tasks shall be considered as a guide line. Additional tasks shall be performed according to operational needs and requests. Local operation of equipment <ul style="list-style-type: none">- Accomplish work according to operational needs or based on request from CCR and assist when required.- Responsible for life saving- MOB, fire water- Crane operation.- Dowell operation.- Helideck - fireguard FRØY & DP2 Trouble shooting, clearing of alarms, etc <ul style="list-style-type: none">- Trouble shooting and check according to operational needs or on request from CCR.- Helifuel system- Potable water.- Living Quarter Hand over <ul style="list-style-type: none">- Findings and status / deviations shall be reported to CRIS / OPTIMIS / CRANE log- Verbal hand over to / from Deputy functions personell. Pig operation <ul style="list-style-type: none">- Assist FO during pig installation. Input to general reporting <ul style="list-style-type: none">- Input visit report if relevant problems within function.- Prepare WP, issue MRs reported in OPTIMIS, MWR/stock Test running for function optimization <ul style="list-style-type: none">- Test of FI-Fi., Helideck, Fire water, planned and reported in OPTIMIS. Planning and review <ul style="list-style-type: none">- Planning of own work Audits <ul style="list-style-type: none">- Assist Luftfartsverket, OD, teledirektoratet, DNV, Sjøfartsdirektoratet, Internal audits Collect samples for analyses <ul style="list-style-type: none">- Spot samples outside 1st degree activity.- Oil samples reported to OPTIMIS- Sampling fresh water system. Refill oil, chemicals, methanol, etc <ul style="list-style-type: none">- Adding chemicals in potable water system. Order and restore stock <ul style="list-style-type: none">- Order tools for work shop and restore local stock.- Order parts and keep local stock.		



POSITION DESCRIPTION

No :

JOB TITLE: MECHANIC 1		TEAM: CORE TEAM		SECONDARY TEAM:
<p>Cleaning</p> <ul style="list-style-type: none"> - Area responsible for mechanical areas within Functions - Assist team members in other areas when required. <p>Documented area check ("Skrivereunder")</p> <ul style="list-style-type: none"> - Combined check list, arrival and leave - Findings and status/deviations shall be reported to CRIS/OPTIMIS . <p>Refill oil, chemicals, methanol, etc</p> <ul style="list-style-type: none"> - Refill lube & engine oil on crane. - Refill Foam on helideck - Refill Clor on fresh water system. - Refill oil on rotating equipment - Assist FO with refill <p>Refill of fuel</p> <ul style="list-style-type: none"> - Refill fuel on Cranes, Emergency generators, Lifeboats <p>Order and restore stock</p> <ul style="list-style-type: none"> - Order Filters, consumables and supply. - General responsible for ordering diesel and lube oil. - Assist with loading of process chemicals & Deg. <p>Logistic and catering</p> <ul style="list-style-type: none"> - Work according to need at Frøy. <p>Assistance to onshore</p> <ul style="list-style-type: none"> - General support for onshore, clarify questions, phone calls <p>Function training of personnel (OJT)</p> <ul style="list-style-type: none"> - As per OJT program <p>Operational first degree</p> <ul style="list-style-type: none"> - According to check list in CRIS. Co-operate with FO in moving/greasing valves. <p>Interventions</p> <ul style="list-style-type: none"> - Prepare WP incl. Appendix - Prepare SJA according to need - Sign Work Permit to allow intervention on utility systems within his Main Functions - Work according to WP/MR or Complaint either as Job Leader or general resource person - Follow up after start up with control and adjustment. - Stand-by during start-up. <p>Reporting</p> <ul style="list-style-type: none"> - Findings and status/deviations shall be reported to CRIS/OPTIMIS 				
COMMENTS:				
Prepared by:	Name:	Date:	Sign:	
	V. Øverstad	16.03.97		
Verified by:	Name:	Date:	Sign:	
OSV:	H. Westgård	16.03.97		
Approved by:	Name:	Date:	Sign:	
OFM / PM:	J. Holtermann	16.03.97		

CORE TEAM (CT)
EL TECH 1 (EL1)



POSITION DESCRIPTION

No :

JOB TITLE: ELECTRICIAN 1	TEAM: CORE TEAM	SECONDARY TEAM:
MAIN FUNCTION TRADE RESPONSIBLE FOR: Main Function: 1 FRØY WHP PROCESS Main Function: 2 FRØY WHP OTHERS Main Function: 7 DP2 PLATFORM Main Function: 8 DP2 PLATFORM OTHERS Main Function: 10 ALWYN & TP1 PROCESS Main Function: 24 COMMON UTILITY Main Function: 25 PRIMARY & SECONDARY STRUCTURE		
DEPUTY MAIN FUNCTION TRADE RESPONSIBLE FOR: 		
OPERATIONAL TASKS: The following listed activities of operational tasks shall be considered as a guide line. Additional tasks shall be performed according to operational needs and requests.		
<p>Local operation of equipment</p> <ul style="list-style-type: none">- Carry out relevant work within functions on request from FO / CCR.- Helideck, fireguard.- Flaggmann. <p>Trouble shooting, clearing of alarms, etc</p> <ul style="list-style-type: none">- Trouble shooting and check according to operational needs or on request from CCR.- Assist other trades if needed.- Minor jobs not reported in OPTIMIS.- Ventilation, loss of over pressure- Reset distribution boards- Gally & Laundry. <p>Hand over</p> <ul style="list-style-type: none">- Findings and status / deviations shall be reported to CRIS / OPTIMIS- Verbal hand over to / from Deputy functions personell. <p>Input to general reporting</p> <ul style="list-style-type: none">- Input visit report if relevant problems within function.- Prepare WP, issue MRs reported in OPTIMIS, MWR/stock <p>Planning and review</p> <ul style="list-style-type: none">- Planning of own work <p>Audits</p> <ul style="list-style-type: none">- Assist Luftfartsverket, OD, teledirektoratet, DNV, Sjøfartsdirektoratet, Internal audits <p>Test running for function optimization</p> <ul style="list-style-type: none">- Generator test <p>Order and restore stock</p> <ul style="list-style-type: none">- Order tools for work shop and restore local stock.- Order parts and keep local stock. <p>Cleaning</p> <ul style="list-style-type: none">- Area responsible for Electrical areas within Functions.- Assist team members in other areas when required. <p>Documented area check ("Skrivereunder")</p> <ul style="list-style-type: none">- Combined check list, arrival and leave- Findings and status/deviations shall be reported to CRIS/OPTIMIS . <p>Assistance to onshore</p> <ul style="list-style-type: none">- General support for onshore, clarify questions, phone calls <p>Logistic and catering</p> <ul style="list-style-type: none">- Work according to need at Frøy or DP2		



POSITION DESCRIPTION

No :

JOB TITLE: ELECTRICIAN 1		TEAM: CORE TEAM		SECONDARY TEAM:	
<p>Function training of personnel (OJT)</p> <ul style="list-style-type: none"> - As per OJT program <p>Operational first degree</p> <ul style="list-style-type: none"> - According to check list in CRIS. <p>Interventions</p> <ul style="list-style-type: none"> - Prepare WP incl. Appendix (drawings etc) - Prepare SJA according to need - EIC- issue certificates and de-isolation for work - Sign Work Permit to allow intervention on electrical systems within his Main Functions - Work according to WP/MR or Complaint either as Job Leader or general resource person - Follow up after start up with control and adjustment. <p>Reporting</p> <ul style="list-style-type: none"> - Findings and status/deviations shall be reported to CRIS/OPTIMIS 					
COMMENTS:					
Prepared by:	Name:	Date:	Sign:		
	V. Øverstad	15.03.97			
Verified by:	Name:	Date:	Sign:		
OSV:	H. Westgård	16.03.97			
Approved by:	Name:	Date:	Sign:		
OFM / PM:	J. Holtermann	16.03.97			

CORE TEAM (CT)
INST TECH 1 (IT1)



POSITION DESCRIPTION

No :


JOB TITLE: INSTRUMENT TECHNICIAN 1	TEAM.: CORE TEAM	SECONDARY TEAM:
MAIN FUNCTION TRADE RESPONSIBLE FOR: Main Function: 1 FRØY WHP PROCESS Main Function: 2 FRØY WHP OTHERS Main Function: 7 DP2 PLATFORM Main Function: 8 DP2 PLATFORM OTHERS Main Function: 10 ALWYN & TP1 PROCESS Main Function: 24 COMMON UTILITY Main Function: 25 PRIMARY & SECONDARY STRUCTURE		
DEPUTY MAIN FUNCTION TRADE RESPONSIBLE FOR: 		
OPERATIONAL TASKS: The following listed activities of operational tasks shall be considered as a guide line. Additional tasks shall be performed according to operational needs and requests. Local operation of equipment - Carry out relevant work within functions on request from FO / CCR. - HLO, partly flagman during crane operation and assist other trades - Assistance w/crane operations. Trouble shooting, clearing of alarms, etc - Trouble shooting and check according to operational needs or on request from CCR. - Assist other trades if needed. - Minor jobs not reported in OPTIMIS. Hand over - Findings and status / deviations shall be reported to CRIS / OPTIMIS - Verbal hand over to / from Deputy functions personell. Input to general reporting - Input visit report if relevant problems within function. - Prepare WP, issue MRs reported in OPTIMIS, MWR/stock Planning and review - Planning of own work Audits - Assist Luftfartsverket, OD, teledirektoratet, DNV, Sjøfartsdirektoratet, Internal audits Order and restore stock - Order tools for work shop and restore local stock. - Order parts and keep local stock. Cleaning - Area responsible for Instrument areas within Functions. - Assist team members in other areas when required. Documented area check ("Skrivereunder") - Combined check list, arrival and leave - Findings and status/deviations shall be reported to CRIS/OPTIMIS . Assistance to onshore - General support for onshore, clarify questions, phone calls Logistic and catering - Work according to need at Frøy or DP2 Function training of personnel (OJT) - As per OJT program Operational first degree - According to check list in CRIS.		




POSITION DESCRIPTION


No :


JOB TITLE: INSTRUMENT TECHNICIAN 1		TEAM: : CORE TEAM		SECONDARY TEAM:
<p>Interventions</p> <ul style="list-style-type: none"> - Prepare WP incl. Appendix - Prepare SJA according to need - Sign Work Permit to allow intervention on instrument systems within his Main Functions - Work according to WP/MR or Complaint either as Job Leader or general resource person. - Follow up after start up with control and adjustment. - Stand-by during start-up. <p>Reporting</p> <ul style="list-style-type: none"> - Findings and status/deviations shall be reported to CRIS/OPTIMIS 				
COMMENTS:				
Prepared by:	Name:	Date:	Sign:	
	V. Øverstad	15.03.97		
Verified by:	Name:	Date:	Sign:	
OSV:	H. Westgård	16.03.97		
Approved by:	Name:	Date:	Sign:	
OFM / PM:	J. Holtermann	16.03.97		


		WEEKLY DOCUMENTED AREA CHECK	F217	POSITION	INST. TECH 1 CORE TEAM
Signature				Date	Comments
Equipment	Activities	TAG			
Main function 1 FRØY WHP PROCESS	A GENERAL VERIFICATION THAT ALL INSTRUMENTATION IN THE AREA ARE ACCORDING TO ELF STANDARD & SPECIFICATION. MAINTENANCE REQUESTS (OPTIMIS) TO BE OPENED, IN ORDER TO CORRECT ANY ABNORMALITIES. A DETAILED REPORTING IN OPTIMIS IS A MUST, IN ORDER TO KEEP THE HISTORIC FILE UPDATED				
BAILEY CONTROL					
PCMS&ISS + OTHER PANELS/UNITS					
WELL : A1 A4 A5 A6 A8 A9 A10					
WELL : A2 A3 A7					
TEST & PRODUCTION MANIFOLD					
WATER INJECTION FILTERING					
WATER INJECTION MANIFOLD		V004			
PRODUCTION SEPARATOR		M009			
TEST SEPARATOR		V 001			
GAS COOLER		V 002			
LIQUID EXPORT PUMP A		E 001			
P001A ELECTRICAL MOTOR HV		P 001A			
LIQUID EXPORT PUMP B					
P001B ELECTRICAL MOTOR HV		P 001B			
P001A/B FLOW CONTROL & PIPING					
GAS PIG LAUNCHER					
OIL PIG LAUNCHER		M001			
VENT K O DRUM		M 002			
VENT K O DRUM PUMPS		V 003			
VENT TIP					
HAZARDOUS OPEN DRAIN		M 010			
CHEMICAL INJECTION		M 030			
HYDRAULIC POWER UNIT		Q 003			
ACCUMULATOR STATION		Q 001			
NITROGENE CONTROL PANEL					
NITROGENE PURGE		M033			

elf		WEEKLY DOCUMENTED AREA CHECK	F218	POSITION	INST. TECH 1 CORE TEAM
Signature				Date	Comments
Equipment	Activities	TAG			
Main function 2	A GENERAL VERIFICATION THAT ALL INSTRUMENTATION IN THE				
FRØY WHP	AREA ARE ACCORDING TO ELF STANDARD & SPECIFICATION.				
EX EQPT ALL DECKS INSTRUMENT	MAINTENANCE REQUESTS (OPTIMIS) TO BE OPENED, IN ORDER TO				
	CORRECT ANY ABNORMALITIES.				
BACK-UP DIESEL GENERATOR	A DETAILED REPORTING IN OPTIMIS IS A MUST , IN ORDER TO KEEP				
	THE HISTORIC FILE UPDATED	M 020			
UPS SYSTEMS		UPS 001			
MIMIC PANEL					
GAS DETECTION					
PORTABLE GAS DETECTOR TECNOR					
SMOKE DETECTION					
FLAME DETECTION					
HEAT DETECTION					
CO2 FIRE EXTINGUISHING EQPT					
FIRE ALARMS					
MANUAL DELUGE RELEASE					
ESD1 & ESD2 PUSHBUTTONS					
VHF (FM) BASE STATION					
VHF(AM) AERON FIXED BASE STAT					
VHF MARINE LIFEBOAT RADIO STA					
MOB BOAT RADIO					
UHF/VHF CRANE RADIO					
UHF RADIO LINK QP - FRØY WHP					
UHF BASE STATION					
MULTIPLEXERS FRØY - WHP SIDE					
MULTIPLEXERS FRØY - QP SIDE					
RADIO BEACON (NDB)					
PA CENTRAL RACK					
PA DISTRIBUTED EQUIPMENT					
TELEPHONE					
CCTV					
MISCELLANEOUS COMMUNICATIONS					
PLATFORM AUDIBLE ALARM					
PLATFORM VISIBLE ALARM					
DIESEL STORAGE TANK					
DIESEL STORAGE TANK					
M032 LEVEL TRANSMITTER		M 032			
DIESEL TRANSFER ELEC PUMP		LT 1024			
DIESEL TRANSFER PUMP					
P006 ELECTRICAL MOTOR		P 006			
PM006 ELECTRICAL CIRCUIT		PM 006			
P006 PRESSURE INDICATOR		PM 006			
DIESEL FILTER		PI 1117			
FIRE WATER SYSTEM		V 005			
FIRE WATER SYSTEM CONT'D					
MOLDE CRANE M015		M 015			
FRESH WATER TANK					
FRESH WATER TANK		M 006			


elf 		WEEKLY DOCUMENTED AREA CHECK		F218	POSITION	INST. TECH 1 CORE TEAM
Signature					Date	Comments
Equipment	Activities		TAG			
M006 HEATER			H 002			
H002 TEMPERATURE CONTROLLER			TC 1027			
M006 LEVEL GAUGE			LG 1007			


 WEEKLY DOCUMENTED AREA CHECK		No.: F219		POSITION INST. TECH 1 CORE TEAM	
Equipment	Activities	TAG	Sign.	Date	Comments
Main function 7 DP2	A GENERAL VERIFICATION THAT ALL INSTRUMENTATION IN THE AREA ARE ACCORDING TO ELF STANDARD & SPECIFICATION.				
MTI RELAYS	MAINTENANCE REQUESTS (OPTIMIS) TO BE OPENED, IN ORDER TO CORRECT ANY ABNORMALITIES.				
PCU / PCV PCNS/ISS	A DETAILED REPORTING IN OPTIMIS IS A MUST, IN ORDER TO KEEP THE HISTORIC FILE UPDATED	BAILEY			
GAS CHRISTMAS TREES WELLS		DP2-WELL-01 to 24			
HYDRAULIC POWER UNIT-WELL 1/12					
HYDRAULIC POWER UNIT-WELL 13/24					
GAS SCRUBBER DESANDER WELL-1					
HYDRAULIC UNIT (CHOKE VALVES)		FA201A			
GAS HEADER		GH216AX			
PA-200A GAS SCRAPER TRAP		FF83-0000-5021			
PA-200B-GAS SCRAPER TRAP		PA-200A			
METHANOL INJECTION		PA-200B			
CORROSION INHIBITOR UNIT		FF83-0020-5025			
FILTER METHANOLATED WATER		FF83-0020-5025			
ACCUMULATOR STATIONS					
CORROSION INHIB STORAGE TANK					


		WEEKLY DOCUMENTED AREA CHECK	No.: F220	POSITION INST. TECH 1 CORE TEAM	
Equipment	Activities	TAG	Sign.	Date	Comments
Main function 8 DP2-OTHER SYSTEMS	A GENERAL VERIFICATION THAT ALL INSTRUMENTATION IN THE AREA ARE ACCORDING TO ELF STANDARD & SPECIFICATION.				
CONTROL PANEL	MAINTENANCE REQUESTS (OPTIMIS) TO BE OPENED, IN ORDER TO CORRECT ANY ABNORMALITIES.				
STAND-BY GENERATOR	A DETAILED REPORTING IN OPTIMIS IS A MUST , IN ORDER TO KEEP THE HISTORIC FILE UPDATED	GE-200			
FOREX GENERATORS					
EX EQUIPMENT ELEC-INST-TELEC					
GAS DETECTION		DP2 GAS DET			
FIRE DETECTION		DP2 SMOKE DET			
OPTICAL DETECTION FOREX					
SMOKE DETECTION FOREX					
SMOKE DETECTION MISC					
HALON SYSTEM		DP2 HALON			
RED LIGHT ALARM REPORT FOREX					
SAFETY SYSTEM FIRE ALARM (FAB)		DP2 FIR ALARM			
SAFETY SYSTEM SHUTDOWN					
DSD/ESD		DP2 DSD/ESD			
CO2 SYSTEM PM4		DP2 CO2 PM4			
FIRE DETECTION PANEL					
PUBLIC ADDRESS		PA SYST			
CRANE RADIO STATIONS					
OFFICE RADIO EQUIPMENT					
SLOP LINE SYSTEM					
SEA WATER TANK & PUMPS		FF83-0024-5028			
FOREX MODULE SEA WATER		FF83-0006-5015			
POTABLE WATER SYST PRODUCTION					
POTABLE WATER SYST DRILLING		FF83-0010-5000			
DIESEL FUEL SYSTEM		FF83-0010-5000			
GAS OIL FOREX MODULE		FF83-0012-5027			
COMPRES AIR RECEIVER & PIPING					
COMPRESSED AIR FOREX MODULE		FF83-0001-5113			
AIR COMPRESSORS GB270A/B					
PM4 VENTILATION					
FRIDGE COMPRESSOR		FF83-2313-1012			
GA207A FIRE WATER PUMP, DIESEL		FF83-2313-1012			
GA207B FIRE WATER PUMP, DIESEL		GA207A			
FIREWATER DELUGE VALVES		GA207B			
HELIDECK FOAM & POWDER					
FIRE WATER SYSTEM					
TEST INSTRUMENTS NO 1					


		WEEKLY DOCUMENTED AREA CHECK	F217	POSITION	INST. TECH 1 CORE TEAM
Signature				Date	Comments
Equipment	Activities	TAG			
Main function 1 FRØY WHP PROCESS	A GENERAL VERIFICATION THAT ALL INSTRUMENTATION IN THE AREA ARE ACCORDING TO ELF STANDARD & SPECIFICATION. MAINTENANCE REQUESTS (OPTIMIS) TO BE OPENED, IN ORDER TO CORRECT ANY ABNORMALITIES. A DETAILED REPORTING IN OPTIMIS IS A MUST, IN ORDER TO KEEP THE HISTORIC FILE UPDATED				
BAILEY CONTROL					
PCMS&ISS + OTHER PANELS/UNITS					
WELL : A1 A4 A5 A6 A8 A9 A10					
WELL : A2 A3 A7					
TEST & PRODUCTION MANIFOLD					
WATER INJECTION FILTERING					
WATER INJECTION MANIFOLD		V004			
PRODUCTION SEPARATOR		M009			
TEST SEPARATOR		V 001			
GAS COOLER		V 002			
LIQUID EXPORT PUMP A		E 001			
P001A ELECTRICAL MOTOR HV		P 001A			
LIQUID EXPORT PUMP B					
P001B ELECTRICAL MOTOR HV		P 001B			
P001A/B FLOW CONTROL & PIPING					
GAS PIG LAUNCHER					
OIL PIG LAUNCHER		M001			
VENT K O DRUM		M 002			
VENT K O DRUM PUMPS		V 003			
VENT TIP					
HAZARDOUS OPEN DRAIN		M 010			
CHEMICAL INJECTION		M 030			
HYDRAULIC POWER UNIT		Q 003			
ACCUMULATOR STATION		Q 001			
NITROGENE CONTROL PANEL					
NITROGENE PURGE		M033			


elf		WEEKLY DOCUMENTED AREA CHECK	F218	POSITION	INST. TECH 1 CORE TEAM
Signature				Date	Comments
Equipment	Activities	TAG			
Main function 2	A GENERAL VERIFICATION THAT ALL INSTRUMENTATION IN THE				
FRØY WHP	AREA ARE ACCORDING TO ELF STANDARD & SPECIFICATION.				
EX EQPT ALL DECKS INSTRUMENT	MAINTENANCE REQUESTS (OPTIMIS) TO BE OPENED, IN ORDER TO				
	CORRECT ANY ABNORMALITIES.				
BACK-UP DIESEL GENERATOR	A DETAILED REPORTING IN OPTIMIS IS A MUST , IN ORDER TO KEEP				
	THE HISTORIC FILE UPDATED	M 020			
UPS SYSTEMS		UPS 001			
MIMIC PANEL					
GAS DETECTION					
PORTABLE GAS DETECTOR TECNOR					
SMOKE DETECTION					
FLAME DETECTION					
HEAT DETECTION					
CO2 FIRE EXTINGUISHING EQPT					
FIRE ALARMS					
MANUAL DELUGE RELEASE					
ESD1 & ESD2 PUSHBUTTONS					
VHF (FM) BASE STATION					
VHF(AM) AERON FIXED BASE STAT					
VHF MARINE LIFEBOAT RADIO STA					
MOB BOAT RADIO					
UHF/VHF CRANE RADIO					
UHF RADIO LINK QP - FRØY WHP					
UHF BASE STATION					
MULTIPLEXERS FRØY - WHP SIDE					
MULTIPLEXERS FRØY - QP SIDE					
RADIO BEACON (NDB)					
PA CENTRAL RACK					
PA DISTRIBUTED EQUIPMENT					
TELEPHONE					
CCTV					
MISCELLANEOUS COMMUNICATIONS					
PLATFORM AUDIBLE ALARM					
PLATFORM VISIBLE ALARM					
DIESEL STORAGE TANK					
DIESEL STORAGE TANK					
M032 LEVEL TRANSMITTER		M 032			
DIESEL TRANSFER ELEC PUMP		LT 1024			
DIESEL TRANSFER PUMP					
P006 ELECTRICAL MOTOR		P 006			
PM006 ELECTRICAL CIRCUIT		PM 006			
P006 PRESSURE INDICATOR		PM 006			
DIESEL FILTER		PI 1117			
FIRE WATER SYSTEM		V 005			
FIRE WATER SYSTEM CONT'D					
MOLDE CRANE M015					
FRESH WATER TANK		M 015			
FRESH WATER TANK					
		M 006			

		WEEKLY DOCUMENTED AREA CHECK		F218	POSITION	INST. TECH 1 CORE TEAM
Signature					Date	Comments
Equipment	Activities			TAG		
M006 HEATER				H 002		
H002 TEMPERATURE CONTROLLER				TC 1027		
M006 LEVEL GAUGE				LG 1007		

 WEEKLY DOCUMENTED AREA CHECK		No.: F219		POSITION INST. TECH 1 CORE TEAM	
Equipment	Activities	TAG	Sign.	Date	Comments
Main function 7 DP2	A GENERAL VERIFICATION THAT ALL INSTRUMENTATION IN THE AREA ARE ACCORDING TO ELF STANDARD & SPECIFICATION.				
MTI RELAYS	MAINTENANCE REQUESTS (OPTIMIS) TO BE OPENED, IN ORDER TO CORRECT ANY ABNORMALITIES.				
PCU / PCV PCNS/ISS	A DETAILED REPORTING IN OPTIMIS IS A MUST, IN ORDER TO KEEP THE HISTORIC FILE UPDATED	BAILEY			
GAS CHRISTMAS TREES WELLS		DP2-WELL-01 to 24			
HYDRAULIC POWER UNIT-WELL 1/12					
HYDRAULIC POWER UNIT-WELL 13/24					
GAS SCRUBBER DESANDER WELL-1					
HYDRAULIC UNIT (CHOKE VALVES)		FA201A			
GAS HEADER		GH216AX			
PA-200A GAS SCRAPER TRAP		FF83-0000-5021			
PA-200B-GAS SCRAPER TRAP		PA-200A			
METHANOL INJECTION		PA-200B			
CORROSION INHIBITOR UNIT		FF83-0020-5025			
FILTER METHANOLATED WATER		FF83-0020-5025			
ACCUMULATOR STATIONS					
CORROSION INHIB STORAGE TANK					

		WEEKLY DOCUMENTED AREA CHECK	No.: F220	POSITION INST. TECH 1 CORE TEAM	
Equipment	Activities	TAG	Sign.	Date	Comments
Main function 8 DP2-OTHER SYSTEMS	A GENERAL VERIFICATION THAT ALL INSTRUMENTATION IN THE AREA ARE ACCORDING TO ELF STANDARD & SPECIFICATION.				
CONTROL PANEL	MAINTENANCE REQUESTS (OPTIMIS) TO BE OPENED, IN ORDER TO CORRECT ANY ABNORMALITIES.				
STAND-BY GENERATOR	A DETAILED REPORTING IN OPTIMIS IS A MUST , IN ORDER TO KEEP THE HISTORIC FILE UPDATED	GE-200			
FOREX GENERATORS					
EX EQUIPMENT ELEC-INST-TELEC					
GAS DETECTION		DP2 GAS DET			
FIRE DETECTION		DP2 SMOKE DET			
OPTICAL DETECTION FOREX					
SMOKE DETECTION FOREX					
SMOKE DETECTION MISC					
HALON SYSTEM		DP2 HALON			
RED LIGHT ALARM REPORT FOREX					
SAFETY SYSTEM FIRE ALARM (FAB)		DP2 FIR ALARM			
SAFETY SYSTEM SHUTDOWN					
DSD/ESD		DP2 DSD/ESD			
CO2 SYSTEM PM4		DP2 CO2 PM4			
FIRE DETECTION PANEL					
PUBLIC ADDRESS		PA SYST			
CRANE RADIO STATIONS					
OFFICE RADIO EQUIPMENT					
SLOP LINE SYSTEM					
SEA WATER TANK & PUMPS		FF83-0024-5028			
FOREX MODULE SEA WATER		FF83-0006-5015			
POTABLE WATER SYST PRODUCTION					
POTABLE WATER SYST DRILLING		FF83-0010-5000			
DIESEL FUEL SYSTEM		FF83-0010-5000			
GAS OIL FOREX MODULE		FF83-0012-5027			
COMPRES AIR RECEIVER & PIPING					
COMPRESSED AIR FOREX MODULE		FF83-0001-5113			
AIR COMPRESSORS GB270A/B					
PM4 VENTILATION					
FRIDGE COMPRESSOR		FF83-2313-1012			
GA207A FIRE WATER PUMP, DIESEL		FF83-2313-1012			
GA207B FIRE WATER PUMP, DIESEL		GA207A			
FIREWATER DELUGE VALVES		GA207B			
HELIDECK FOAM & POWDER					
FIRE WATER SYSTEM					
TEST INSTRUMENTS NO 1					

		WEEKLY DOCUMENTED AREA CHECK		No.: F221		POSITION INST. TECH 1 CORE TEAM	
Equipment		Activities		TAG	Sign.	Date	Comments
Main function 10		A GENERAL VERIFICATION THAT ALL INSTRUMENTATION IN THE AREA ARE ACCORDING TO ELF STANDARD & SPECIFICATION. MAINTENANCE REQUESTS (OPTIMIS) TO BE OPENED, IN ORDER TO CORRECT ANY ABNORMALITIES. A DETAILED REPORTING IN OPTIMIS IS A MUST , IN ORDER TO KEEP THE HISTORIC FILE UPDATED					
ALWYN & TP1 PROCESS							
M3-PIG LAUNCHER							
SEA LINE CORROSION INHIBITOR							
GAS-PIG RECEIVER				P14 A/B			
AIR RESERV TANK FCV M28-1A/B/C		M28					
GAS HEADER		V28					

elf 		WEEKLY DOCUMENTED AREA CHECK		No.: F222		POSITION INST. TECH 1 CORE TEAM	
Equipment	Activities	TAG	Sign.	Date	Comments		
Main Junction 24	A GENERAL VERIFICATION THAT ALL INSTRUMENTATION IN THE AREA ARE ACCORDING TO ELF STANDARD & SPECIFICATION. MAINTENANCE REQUESTS (OPTIMIS) TO BE OPENED, IN ORDER TO CORRECT ANY ABNORMALITIES. A DETAILED REPORTING IN OPTIMIS IS A MUST, IN ORDER TO KEEP THE HISTORIC FILE UPDATED						
UTILITY							
HEAVY TEMPORARY EQUIPMENT							
V7A-JET FUEL TANK							
V7B-JET FUEL TANK		V7A					
V7C-JET FUEL TANK		V7B					
V8-FILTER/WATER SEPARATOR		V7C					
P7A & B-JET FUEL PUMPS		V8					
V8A-FILTER		P7 A/B					
POTABLE AND UTILITY WATER		V 8A					

**FRIGG CCR TEAM (FCR)
CCR OPERATOR 1 / DAY (CCR1/D)**



POSITION DESCRIPTION

No :

JOB TITLE: CONTROL ROOM OPERATOR 1 DAY	TEAM.: FRIGG CCR TEAM	SECONDARY TEAM:
MAIN FUNCTION TRADE RESPONSIBLE FOR: ALL FUNCTIONS FOR FRIGG AREA COMMON MAIN FUNCTION TRADE RESPONSIBLE WITH CCR 2 SPECIAL AREAS FOR CCR 1: <ul style="list-style-type: none"> ■ Oil & Gas EXPORT according to nomination ■ Process Main overview and prioritizing of operation ■ Work Permit Coordination and signatures ■ Safety systems and Process equipment isolation 		
DEPUTY MAIN FUNCTION TRADE RESPONSIBLE FOR: 		
OPERATIONAL TASKS: The following listed activities of operational tasks shall be considered as a guide line. Additional tasks shall be performed according to operational needs and requests. Operation of Function from CCR <ul style="list-style-type: none"> - Read pictures, trends and alarm lists. - Adjustment of process parameters according to parameters and nomination. - Run process optimised according to procedure. - Request other personnel if needed . - Assist onshore personnel during performance test. - Update OGA onshore. - Permutation of pumps due to operational requirements. - Particularly monitoring of hydro cyclones and CV626 for hydrates. - Follow up skimming CV630 - Follow up when reboiler C is in manuell mode during regeneration from CV2C. - Follow up Water Injection for optimization of O2 content and chemical injection. - Follow up sampling for Deg & salt optimisation - Follow up during trouble shooting. - Isolate gas detection and ESD signals when needed. - Follow up manual operation of LCV's when slug in sea line. - Choose and re-route metering streams according to need and flow rates. - Keep FO informed to switch stream selector in LF sampling cabinet - Well test; monitor flow and communicate with DP2 - Perform flapper test after wire line operation. - Test hydro cyclones, heat exchangers and chemical injection rates. Local operation of equipment <ul style="list-style-type: none"> - Co-operate with Main Function Trade Responsible when starting up equipment. - Operate from CCR on request from core team. (Core team shall inform CCR when local operation.) Trouble shooting <ul style="list-style-type: none"> - Sorting of alarms, reset and take required actions. - Inform relevant personell and other Fields Test running for function optimization <ul style="list-style-type: none"> - Process optimisation. - Assist onshore personnel during performance tests. 		



POSITION DESCRIPTION

No :

JOB TITLE: CONTROL ROOM OPERATOR 1 DAY	TEAM: FRIGG CCR TEAM	SECONDARY TEAM:
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Work Permit Handling
 Handle Work Permit and co-ordinate with other trades

- Follow up comments on WP
- Follow up Work Permit Log.
- Attend coordination meeting with OSV
- Sign out WP's

Interventions

- Sign Work Permit prior to start of work.
- Follow up precautions on Work Permit and Authorisation for work on production system. (AFW)
- Assist Main Function Trade Responsible during preparation for work.
- Prepare the process for intervention eg. start of back up.
- Process follow up during work.
- Follow up status for fire & gas isolation
- Check of remote operated valve status, monitoring during leak test.
- Restart process in cooperation with MFTR

Pig operation

- Pig operation, inform relevant personell & update pig-log
- Operate Frøy valves in co-operation with Frøy core team for pig launching.
- Monitor water production and adjust process during operation and estimate ETA.
- Operate valves in co-operation with FO when pig is received on TCP2.
- Scheduled operation on OSV request.

Order and restore stock

- Follow up tank stock
- Order of relevant chemicals and inform Warehouse when ordering of DEG, Methanol and other chemicals direct to onshore.

Documented area check ("Skriverunder")

- According to program in CRIS

Cleaning

- Area responsible for CCR

Hand over

- Verbal hand over after shift.
- Perform CCR status check according to program in CRIS.
- Findings and status/deviations shall be reported to CRIS/OPTIMIS/CCR log

Function training of personnel (OJT)

- As per OJT program

Administration, logs

- Log personell movement in Columns.
- Update of logs:
 - Fire and gas inhibit list
 - CCR log
 - Process Isolation log
 - Gas to Flare
 - Pig log
 - Work Permit log



POSITION DESCRIPTION

No :

JOB TITLE: CONTROL ROOM OPERATOR 1 DAY		TEAM.: FRIGG CCR TEAM		SECONDARY TEAM:
<p>Reporting</p> <ul style="list-style-type: none"> - Findings and status/deviations shall be reported to CRIS/OPTIMIS/CCR - Prepare Unavailability reports (process shutdowns SYNERGY) assisted by SSI. - Prepare RUH/SYNERGY reports assisted by SSI - Input from well condition, Utility & Safety equipment in use are logged and used for daily reports 0600, and weekly production reports. - Input to daily report from CCR - General Input to Frostpipe & St.Fergus. - Issue flow reports - Issue input to daily report 0600 				
COMMENTS:				
Prepared by:	Name: V.Øverstad	Date: 15.03.97	Sign: 	
Verified by:	Name: H. Westgård	Date: 16.03.97	Sign: 	
OSV:	Name:	Date:	Sign:	
Approved by:	Name: J. Holtermann	Date: 16.03.97	Sign: 	
OFM / PM:				

**FRIGG CCR TEAM (FCR)CCR
OPERATOR 1 / NIGHT (CCR1/N)**



POSITION DESCRIPTION

No :

JOB TITLE: CONTROL ROOM OPERATOR 1 NIGHT	TEAM.: FRIGG CCR TEAM	SECONDARY TEAM:
MAIN FUNCTION TRADE RESPONSIBLE FOR: ALL FUNCTIONS FOR FRIGG AREA COMMON MAIN FUNCTION TRADE RESPONSIBLE WITH CCR 2 SPECIAL AREAS FOR CCR 1: <ul style="list-style-type: none"> ■ Oil & Gas EXPORT according to nomination ■ Process Main overview and prioritizing of operation ■ Work Permit Coordination and signatures ■ Safety systems and Process equipment isolation 		
DEPUTY MAIN FUNCTION TRADE RESPONSIBLE FOR:		
OPERATIONAL TASKS: The following listed activities of operational tasks shall be considered as a guide line. Additional tasks shall be performed according to operational needs and requests. Operation of Function from CCR <ul style="list-style-type: none"> - Read pictures, trends and alarm lists. - Adjustment of process parameters according to parameters and nomination. - Run process optimised according to procedure. - Request other personnel if needed . - Assist onshore personnel during performance test. - Update OGA onshore. - Permutation of pumps due to operational requirements. - Particularly monitoring of hydro cyclones and CV626 for hydrates. - Follow up skimming CV630 - Follow up when reboiler C is in manuell mode during regeneration from CV2C. - Follow up Water Injection for optimization of O2 content and chemical injection. - Follow up sampling for Deg & salt optimisation - Follow up during trouble shooting. - Isolate gas detection and ESD signals when needed. - Follow up manual operation of LCV's when slug in sea line. - Choose and re-route metering streams according to need and flow rates. - Keep FO informed to switch stream selector in LF sampling cabinet - Well test; monitor flow and communicate with DP2 - Perform flapper test after wire line operation. - Test hydro cyclones, heat exchangers and chemical injection rates. Local operation of equipment <ul style="list-style-type: none"> - Co-operate with Main Function Trade Responsible when starting up equipment. - Operate from CCR on request from core team. (Core team shall inform CCR when local operation.) Trouble shooting <ul style="list-style-type: none"> - Sorting of alarms, reset and take required actions. - Inform relevant personell and other Fields Test running for function optimization <ul style="list-style-type: none"> - Process optimisation. - Assist onshore personnel during performance tests. 		



POSITION DESCRIPTION

No :

JOB TITLE: CONTROL ROOM OPERATOR 1 NIGHT	TEAM: FRIGG CCR TEAM	SECONDARY TEAM:
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Work Permit Handling
Handle Work Permit and co-ordinate with other trades

- Follow up comments on WP
- Follow up Work Permit Log.
- Attend coordination meeting with OSV
- Sign out WP's

Interventions

- Sign Work Permit prior to start of work.
- Follow up precautions on Work Permit and Authorisation for work on production system. (AFW)
- Assist Main Function Trade Responsible during preparation for work.
- Prepare the process for intervention eg. start of back up.
- Process follow up during work.
- Follow up status for fire & gas isolation
- Check of remote operated valve status, monitoring during leak test.
- Restart process in cooperation with MFTR

Pig operation

- Pig operation, inform relevant personell & update pig-log
- Operate Frøy valves in co-operation with Frøy core team for pig launching.
- Monitor water production and adjust process during operation and estimate ETA.
- Operate valves in co-operation with FO when pig is received on TCP2.
- Scheduled operation on OSV request.

Order and restore stock

- Follow up tank stock
- Order of relevant chemicals and inform Warehouse when ordering of DEG, Methanol and other chemicals direct to onshore.

Documented area check ("Skriverunder")

- According to program in CRIS

Cleaning

- Area responsible for CCR

Hand over

- Verbal hand over after shift.
- Perform CCR status check according to program in CRIS.
- Findings and status/deviations shall be reported to CRIS/OPTIMIS/CCR log

Function training of personnel (OJT)

- As per OJT program

Administration, logs

- Log personell movement in Columns.
- Update of logs:
 - Fire and gas inhibit list
 - CCR log
 - Process Isolation log
 - Gas to Flare
 - Pig log
 - Work Permit log



POSITION DESCRIPTION

No :

JOB TITLE: CONTROL ROOM OPERATOR 1 NIGHT		TEAM: FRIGG CCR TEAM		SECONDARY TEAM:
Reporting <ul style="list-style-type: none"> - Findings and status/deviations shall be reported to CRIS/OPTIMIS/CCR - Prepare Unavailability reports (process shutdowns SYNERGY) assisted by SSI - Prepare RUH/SYNERGY reports assisted by SSI - Input from well condition. Utility & Safety equipment in use are logged and used for daily reports 0600, and weekly production reports. - Input to daily production report from CCR. - General Input to Frostpipe & St.Fergus. - Issue flow reports - Routing map 0600 to OFM, OSV and relevant Teams. - OSEBERG FAX 2400 - Issue input to daily report 0600 				
COMMENTS:				
Prepared by:	Name:	Date:	Sign:	
	V. Øverstad	15.03.97		
Verified by:	Name:	Date:	Sign:	
OSV:	H. Westgård	16.03.97		
Approved by:	Name:	Date:	Sign:	
OFM / PM:	J. Holtermann	16.03.97		

**FRIGG CCR TEAM (FCR)
CCR OPERATOR 2 / DAY (CCR2/D)**



POSITION DESCRIPTION

No :

JOB TITLE: CONTROL ROOM OPERATOR 2 DAY	TEAM: FRIGG CCR TEAM	SECONDARY TEAM:
MAIN FUNCTION TRADE RESPONSIBLE FOR: ALL FUNCTIONS FOR FRIGG AREA COMMON MAIN FUNCTION TRADE RESPONSIBLE WITH CCR 1 SPECIAL AREAS FOR CCR 2: <ul style="list-style-type: none"> ■ Operation and follow up of Satellite Fields ■ Operation and follow up of Process topside TCP2 		
DEPUTY MAIN FUNCTION TRADE RESPONSIBLE FOR:		
<p>OPERATIONAL TASKS: The following listed activities of operational tasks shall be considered as a guide line. Additional tasks shall be performed according to operational needs and requests.</p> <p>Operation of Function from CCR</p> <ul style="list-style-type: none"> - Read pictures, trends and alarm lists. - Adjustment of process parameters according to parameters and nomination. - Run process optimised according to procedure. - Request other personnel if needed . - Assist onshore personnel during performance test. - Update OGA onshore. - Permutation of pumps due to operational requirements. - Particularly monitoring of hydro cyclones and CV626 for hydrates. - Follow up skimming CV630 - Follow up when reboiler C is in manuell mode during regeneration from CV2C. - Follow up Water Injection for optimization of O2 content and chemical injection. - Follow up sampling for Deg & salt optimisation - Follow up during trouble shooting. - Isolate gas detection and ESD signals when needed. - Follow up manual operation of LCV's when slug in sea line. - Choose and re-route metering streams according to need and flow rates. - Keep FO informed to switch stream selector in LF sampling cabinet - Well test; monitor flow and communicate with DP2 - Perform flapper test after wire line operation. - Test hydro cyclones, heat exchangers and chemical injection rates. <p>Local operation of equipment</p> <ul style="list-style-type: none"> - Co-operate with Main Function Trade Responsible when starting up equipment. - Operate from CCR on request from core team. (Core team shall inform CCR when local operation.) <p>Trouble shooting</p> <ul style="list-style-type: none"> - Sorting of alarms, reset and take required actions. - Inform relevant personell and other Fields <p>Test running for function optimization</p> <ul style="list-style-type: none"> - Process optimisation. - Assist onshore personnel during performance tests. <p>Work Permit Handling</p> <p>Handle Work Permit and co-ordinate with other trades</p> <ul style="list-style-type: none"> - Follow up comments on WP - Follow up Work Permit Log. - Sign WP's on behalf of CCR1 		



POSITION DESCRIPTION

No :

JOB TITLE: CONTROL ROOM OPERATOR 2 DAY	TEAM: FRIGG CCR TEAM	SECONDARY TEAM:
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Interventions

- Sign Work Permit prior to start of work.
- Follow up precautions on Work Permit and Authorisation for work on production system. (AFW)
- Assist Main Function Trade Responsible during preparation for work.
- Prepare the process for intervention eg. start of back up.
- Process follow up during work.
- Follow up status for fire & gas isolation
- Check of remote operated valve status, monitoring during leak test.
- Restart process in cooperation with MFTR

Pig operation

- Pig operation, inform relevant personell & update pig-log
- Operate Frøy valves in co-operation with Frøy core team for pig launching.
- Monitor water production and adjust process during operation and estimate ETA.
- Operate valves in co-operation with FO when pig is received on TCP2.
- Scheduled operation on OSV request.

Order and restore stock

- Follow up tank stock
- Order of relevant chemicals and inform Warehouse when ordering of DEG, Methanol and other chemicals direct to onshore.

Documented area check ("Skriverunder")

- According to program in CRIS

Cleaning

- Area responsible for CCR

Hand over

- Verbal hand over after shift.
- Perform CCR status check according to program in CRIS.
- Findings and status/deviations shall be reported to CRIS/OPTIMIS/CCR log

Function training of personnel (OJT)

- As per OJT program

Administration, logs

- Log personell movement in Columns.
- Update of logs:
 - Fire and gas inhibit list
 - CCR log
 - Process Isolation log
 - Gas to Flare
 - Pig log
 - Work Permit log



POSITION DESCRIPTION

No :

JOB TITLE: CONTROL ROOM OPERATOR 2 DAY		TEAM: FRIGG CCR TEAM		SECONDARY TEAM:	
Reporting <ul style="list-style-type: none"> - Findings and status/deviations shall be reported to CRIS/OPTIMIS/CCR - Prepare Unavailability reports (process shutdowns SYNERGY) assisted by SSI - Prepare RUH/SYNERGY reports assisted by SSI - Input from well condition, Utility & Safety equipment in use are logged and used for daily reports 0600, and weekly production reports. - Input to daily report from CCR - General Input to Frostpipe & St.Fergus. - Issue flow reports - Issue input to daily report 0600 					
COMMENTS:					
Prepared by:		Name:	Date:	Sign:	
		V.Øverstad	15.03.97		
Verified by:		Name:	Date:	Sign:	
OSV:		H. Westgård	16.03.97		
Approved by:		Name:	Date:	Sign:	
OFM / PM:		J. Holtermann	16.03.97		

**FRIGG CCR TEAM (FCR)
CCR OPERATOR 2 / NIGHT (CCR2/N)**



POSITION DESCRIPTION

No :

JOB TITLE: CONTROL ROOM OPERATOR 2 NIGHT	TEAM: FRIGG CCR TEAM	SECONDARY TEAM:
MAIN FUNCTION TRADE RESPONSIBLE FOR: ALL FUNCTIONS FOR FRIGG AREA COMMON MAIN FUNCTION TRADE RESPONSIBLE WITH CCR 1 SPECIAL AREAS FOR CCR 2: <ul style="list-style-type: none"> ■ Operation and follow up of Satellite Fields ■ Operation and follow up of Process topside TCP2 		
DEPUTY MAIN FUNCTION TRADE RESPONSIBLE FOR:		
<p>OPERATIONAL TASKS: The following listed activities of operational tasks shall be considered as a guide line. Additional tasks shall be performed according to operational needs and requests.</p> <p>Operation of Function from CCR</p> <ul style="list-style-type: none"> - Read pictures, trends and alarm lists. - Adjustment of process parameters according to parameters and nomination. - Run process optimised according to procedure. - Request other personnel if needed . - Assist onshore personnel during performance test. - Update OGA onshore. - Permutation of pumps due to operational requirements. - Particularly monitoring of hydro cyclones and CV626 for hydrates. - Follow up skimming CV630 - Follow up when reboiler C is in manuell mode during regeneration from CV2C. - Follow up Water Injection for optimization of O2 content and chemical injection. - Follow up sampling for Deg & salt optimisation - Follow up during trouble shooting. - Isolate gas detection and ESD signals when needed. - Follow up manual operation of LCV's when slug in sea line. - Choose and re-route metering streams according to need and flow rates. - Keep FO informed to switch stream selector in LF sampling cabinet - Well test; monitor flow and communicate with DP2 - Perform flapper test after wire line operation. - Test hydro cyclones, heat exchangers and chemical injection rates. <p>Local operation of equipment</p> <ul style="list-style-type: none"> - Co-operate with Main Function Trade Responsible when starting up equipment. - Operate from CCR on request from core team. (Core team shall inform CCR when local operation.) <p>Trouble shooting</p> <ul style="list-style-type: none"> - Sorting of alarms, reset and take required actions. - Inform relevant personell and other Fields <p>Test running for function optimization</p> <ul style="list-style-type: none"> - Process optimisation. - Assist onshore personnel during performance tests. 		



POSITION DESCRIPTION

No :

JOB TITLE: CONTROL ROOM OPERATOR 2 NIGHT	TEAM: FRIGG CCR TEAM	SECONDARY TEAM:
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Work Permit Handling
 Handle Work Permit and co-ordinate with other trades

- Follow up comments on WP
- Follow up Work Permit Log.
- Sign WP's on behalf of CCR1

Interventions

- Follow up precautions on Work Permit and Authorisation for work on production system. (AFW)
- Assist Main Function Trade Responsible during preparation for work.
- Prepare the process for intervention eg. start of back up.
- Process follow up during work.
- Follow up status for fire & gas isolation
- Check of remote operated valve status, monitoring during leak test.
- Restart process in cooperation with MFTR

Pig operation

- Pig operation, inform relevant personell & update pig-log
- Operate Frøy valves in co-operation with Frøy core team for pig launching.
- Monitor water production and adjust process during operation and estimate ETA.
- Operate valves in co-operation with FO when pig is received on TCP2.
- Scheduled operation on OSV request.

Order and restore stock

- Follow up tank stock
- Order of relevant chemicals and inform Warehouse when ordering of DEG, Methanol and other chemicals direct to onshore.

Documented area check ("Skriverunder")

- According to program in CRIS

Cleaning

- Area responsible for CCR

Hand over

- Verbal hand over after shift.
- Perform CCR status check according to program in CRIS.
- Findings and status/deviations shall be reported to CRIS/OPTIMIS/CCR log

Function training of personnel (OJT)

- As per OJT program

Administration, logs

- Log personell movement in Columns.
- Update of logs:
 - Fire and gas inhibit list
 - CCR log
 - Process Isolation log
 - Gas to Flare
 - Pig log
 - Work Permit log



POSITION DESCRIPTION

No :

JOB TITLE: CONTROL ROOM OPERATOR 2 NIGHT		TEAM:. FRIGG CCR TEAM		SECONDARY TEAM:
Reporting <ul style="list-style-type: none"> - Findings and status/deviations shall be reported to CRIS/OPTIMIS/CCR - Prepare Unavailability reports (process shutdowns SYNERGY) assisted by SSI - Prepare RUH/SYNERGY reports assisted by SSI, - Input from well condition, Utility & Safety equipment in use are logged and used for daily reports 0600, and weekly production reports. - Input to daily produvtnon report from CCR. - General Input to Frostpipe & St.Fergus. - Issue flow reports - Routing map 0600 to OFM, OSV and relevant Teams. - OSEBERG FAX 2400 - Issue input to daily report 0600 				
COMMENTS:				
Prepared by:	Name:	Date:	Sign:	
	V. Øverstad	15.03.97		
Verified by:	Name:	Date:	Sign:	
OSV:	H. Westgård	16.03.97		
Approved by:	Name:	Date:	Sign:	
OFM / PM:	J. Holtermann	16.03.97		

FRIGG CCR TEAM (FCR)
INST TECH 1 (IT1)



POSITION DESCRIPTION

No :

JOB TITLE: INSTRUMENT TECHNICIAN 1	TEAM: FRIGG CCR TEAM	SECONDARY TEAM:
MAIN FUNCTION TRADE RESPONSIBLE FOR: Main Function: 23 SAFETY & CONTROL SYSTEM		
DEPUTY MAIN FUNCTION TRADE RESPONSIBLE FOR:		
<p>OPERATIONAL TASKS: The following listed activities of operational tasks shall be considered as a guide line. Additional tasks shall be performed according to operational needs and requests.</p> <p>Remote operation of equipment (FCDA). - Accomplish work according to operational needs or based on request from CCR or onshore automatic section and assist when required.</p> <p>Trouble shooting, clearing of alarms, etc - Trouble shooting and check according to operational needs or on request from CCR.</p> <p>Hand over (Crew change) - Findings and status/deviations shall be reported to CRIS/OPTIMIS .</p> <p>Test running for function optimization -Use of EWS to trouble shoot and optimize</p> <p>Order and restore stock -Order and handle spares(Printed circuit cards, relays etc) in local stock</p> <p>Cleaning -Perform cleaning of local equipment rooms.</p> <p>Function training of personnel (OJT) - According to OJT program.</p> <p>Intervention - Follow up as Main Function Trade Responsible</p> <p>Documented area check ("Skriverunder") - According to program in CRIS.</p> <p>Operational first degree - According to check list in CRIS.</p>		



POSITION DESCRIPTION

No :

JOB TITLE: INSTRUMENT TECHNICIAN 1		TEAM.: FRIGG CCR TEAM		SECONDARY TEAM:
<p>Interventions</p> <ul style="list-style-type: none"> - Prepare WP incl. Appendix - Prepare SJA according to need - Sign Work Permit to allow intervention on instrument systems within his Main Functions - Work according to WP/MR or Complaint either as Job Leader or general resource person. - Follow up after start up with control and adjustment. - Stand-by during start-up. <p>Reporting</p> <ul style="list-style-type: none"> - Findings and status/deviations shall be reported to CRIS/OPTIMIS 				
COMMENTS:				
Prepared by:	Name:	Date:	Sign:	
	V. Øverstad	14.03.97		
Verified by:	Name:	Date:	Sign:	
OSV:	H. Westgård	16.03.97		
Approved by:	Name:	Date:	Sign:	
OFM / PM:	J. Holtermann	16.03.97		

FRIGG CCR TEAM (FCR)
TELECOM TECH 1 (TELE1)



POSITION DESCRIPTION

No :

JOB TITLE:

TELECOM TECHNICIAN 1

TEAM:

CCR TEAM

SECONDARY TEAM:

MAIN FUNCTION TRADE RESPONSIBLE FOR:

Function: 24 COMMON UTILITY (Telecom systems)

DEPUTY MAIN FUNCTION TRADE RESPONSIBLE FOR:

OPERATIONAL TASKS: The following listed activities of operational tasks shall be considered as a guide line. Additional tasks shall be performed according to operational needs and requests.

Local operation of equipment

- Carry out relevant work within function
- Use of telephone and radio equipment/satelite.
- Accomplish work based on request from CCR and assist when required.

Trouble shooting, clearing of alarms, etc

- Trouble shooting and check according to operational needs or on request from CCR.
- Check of radio and communication equipment.

Hand over

- Findings and status / deviations shall be reported to CRIS / OPTIMIS

Monitoring of parameters and alarms

- Overview in satelite and telemetry room.

Documented area check ("Skriverunder")

- Telecom check acc. to check list in CRIS

Order and restore stock

- Order parts and keep local stock.

Cleaning

- Area responsible for Telecom areas.
- Assist team members in other areas when required.

Audits

- Assist during Audits on Telecom systems.

Function training of personnel (OJT)

- Briefing personell in use of radio equipment.
- According to OJT program.

Operational first degree

- According to check list in CRIS.




POSITION DESCRIPTION

No :

JOB TITLE: TELECOM TECHNICIAN 1	TEAM: CCR TEAM	SECONDARY TEAM:	
<p>Interventions</p> <ul style="list-style-type: none"> - Prepare WP incl. Appendix - Prepare SJA according to need - Sign Work Permit to allow intervention on telecom systems within his Main Functions - Work according to WP/MR or Complaint either as Job Leader or general resource person. - Follow up after start up with control and adjustment. - Stand-by during start-up. <p>Reporting</p> <ul style="list-style-type: none"> - Findings and status/deviations shall be reported to CRIS/OPTIMIS 			
COMMENTS:			
Prepared by:	Name:	Date:	Sign:
	V. Øverstad	16.03.97	
Verified by:	Name:	Date:	Sign:
OSV:	H. Westgård	16.03.97	
Approved by:	Name:	Date:	Sign:
OFM / PM:	J. Holtermann	16.03.97	

elf		WEEKLY DOCUMENTED AREA CHECK		No.: F223		POSITION CCR TEAM	
Equipment	Activities	TAG	Sign.	Date	Comments		
Main function 24	A GENERAL VERIFICATION THAT ALL INSTRUMENTATION IN THE AREA ARE ACCORDING TO ELF STANDARD & SPECIFICATION. MAINTENANCE REQUESTS (OPTIMIS) TO BE OPENED, IN ORDER TO CORRECT ANY ABNORMALITIES. A DETAILED REPORTING IN OPTIMIS IS A MUST, IN ORDER TO KEEP THE HISTORIC FILE UPDATED						
UTILITY							
ANTENNA							
LOW NOISE RECEIVER (LNR)							
HIGH POWER AMPLIFIER (HPA)							
FREQUENCY CONVERSION EQUIPMENT							
SCPC CHANNEL EQUIPMENT (CHE)							
SIGNALLING/SUPERVISORY/CONTROL							
CONNECTIONS ANTENNAE/EQUIP ROOM							
SATELLITE MODEM							
VOICE & DATA MULTIPLEXER SYST							
MAIN RADIO STATION							
MICROWAVE LINK HMP1							
LIFEBOAT RADIO STATIONS							
CRANE RADIO STATIONS		LB-BATT					
OFFICE RADIO EQUIPMENTS							
PORTABLE RADIO EQUIPMENTS							
MICROWAVE LINK DP2							
MULTIPLEXER DP2							
UHF RADIO LINK QP - FRØY WHP							
PERSONAL COMPUTERS							
TELEVISION							
FILMPROJECTORS							
STENTOPHONE INTERCOM							
TELEFAX							
MISCELLANEOUS COMMUNICATION							
TELEX							
INSTRUMENT GROUP NO 1							
INSTRUMENT GROUP NO 2							
INSTRUMENT GROUP NO 3							
INSTRUMENT GROUP NO 4							
INSTRUMENT GROUP NO 5							
INSTRUMENT GROUP NO 6							
MITEL SX200							
MITEL SX100		QP					
MITEL SX100		TCP2					
MITEL SX100		CDP1					
MITEL SX100		DP2					
MITEL SX100 RMAT		QP					
OSEBERG TELEPHONE		TCP2					
FRENSIG WALL TELEPHONE		TCP2					
ALCATEL 5200 BCN 16PLUS		QP					
TELEPHONE FRØY		M35					
PA CENTRAL RACK		QP					
DISTRIBUTED PA EQUIPMENT		QP					
DISTRIBUTED PA EQUIPMENT		TP1					
DISTRIBUTED PA EQUIPMENT		TCP2					
PA CENTRAL RACK		DP2					
DISTRIBUTED EQUIPMENT		DP2					
MODEMS							
MULTIPAD 8 - 8 PORTS PAD							
LAN ROUTER							
LAN HUB							

elf 		WEEKLY DOCUMENTED AREA CHECK		No.: F223		POSITION CCR TEAM	
Equipment	Activities	TAG	Sign.	Date	Comments		
LAN SERVER							
LAN MODEM							
LAN DISTRIBUTION CABLING							
TERMINALS							
DATA COMPRESSOR							
SCOUSBURGH TROPO SCATTER							
NORTH ALWYN TROPO SCATTER							
SCOUSBURGH FDM MULTIPLEXER							
NORTH ALWYN FDM MULTIPLEXER							
SCOUSBURGH SUPERVIS & CONTROL							
NORTH ALWYN SUPERVIS & CONTROL							
TELEPHONE							
DATA & TELEMETRY							
ANTENNA, FEEDER PRESSURISATION							
FIXED TEST EQUIPMENT							
BATTERIES FOR TELEPHONE							
TELEMETRY							
ALWYN PROCESS RTU							

**FRIGG CCR TEAM (FCR)
LABORANT (LAB)**



POSITION DESCRIPTION

No :

JOB TITLE: LABORATORY TECHNICIAN	TEAM: CCR TEAM	SECONDARY TEAM:
MAIN FUNCTION TRADE RESPONSIBLE FOR: Main Function 17 METERING & LAB		
DEPUTY MAIN FUNCTION TRADE RESPONSIBLE FOR:		
<p>OPERATIONAL TASKS: The following listed activities of operational tasks shall be considered as a guide line. Additional tasks shall be performed according to operational needs and requests.</p> <p>Local operation of equipment.</p> <ul style="list-style-type: none"> • Accomplish work according to operational needs or based on request from CCR and assist when required. • Normal analyses according to program (ref. Operation Manual, Volume 9). • Authority related analyses. • Contractual analyses. • Calibration and maintenance on own laboratory instrument and equipment. • Carry out reporting of metering data when Metering Technician carry out task force duties on HMP1 <p>Trouble shooting</p> <ul style="list-style-type: none"> • Trouble shooting and check according to operational needs or on request from CCR • Contact OSV or OGA if external assistance is needed <p>Test running/Audits</p> <ul style="list-style-type: none"> • Evaluation of inst. Purchase and responsible for support and implementation of new analysing methods. • Optimisation and modification of on-line sampling and measurement systems. • Participate in audits. <p>Collect samples for analyses,</p> <ul style="list-style-type: none"> • Collect samples in process areas for authorities analyses, contractual analyses and Frøy injection water • Weekly corrosion probes data. • Gas allocation sample weekly gas to pipe 2 . • 2 Weekly spot samples from EF, Frigg, LF flash & Frøy flash gas. • Monthly gas allocation sample, gas from Frøy, LF main gas. • Monthly liquid allocation sample, OTS 2 samples, Frøy oil, LF cond. & recycled condensate. • Spot fuel gas allocation samples on request from OGA. • Chlor sample daily & Res. Sulfide mg/l Water injection Frøy • Sample particles Water injection Frøy. <p>Operational first degree</p> <ul style="list-style-type: none"> • According to check list in CRIS. <p>Documented area check ("Skriverunder")</p> <ul style="list-style-type: none"> • According to program in CRIS 		



POSITION DESCRIPTION

No :

JOB TITLE: LABORATORY TECHNICIAN		TEAM: CCR TEAM		SECONDARY TEAM:
<p>Refill oil, chemicals, methanol, etc</p> <ul style="list-style-type: none"> • Replace Argon bottles on all allocation sampling stations. • Replace Propane on manual dew point station. • Replace CO2 bottles outside Lab for pH measurement. <p>Order and restore stock</p> <ul style="list-style-type: none"> • Order and handle chemicals for laboratory. • Order Lab equipment for Core team Frøy / DP2 and CC. <p>Hand over</p> <ul style="list-style-type: none"> • Findings and status/deviations shall be reported to CRIS/OPTIMIS <p>Cleaning</p> <ul style="list-style-type: none"> • Area responsible for Lab. Equipment. • Assist other Team members if required. <p>Function training of personnel (OJT)</p> <ul style="list-style-type: none"> • Own updating within the trade. • Responsible for training of new personnel in the Lab position <p>Interventions</p> <ul style="list-style-type: none"> • Prepare WP incl. Appendix • Prepare SJA according to need • Work according to WP/MR or Complaint either as Job Leader or general resource person. • Sign Work Permit to allow intervention on lab system • Mechanical isolation and labelling. • Follow up during work. • Pressure / leak test • Remove labeling and deisolate • Approve equipment ready for start up after intervention • Assist CCR with start up. <p>Reporting</p> <ul style="list-style-type: none"> • Findings and status/deviations shall be reported to CRIS • Daily Lab report to, CCR ;OSV & OGA direct for distribution to authorities and partners • Weekly report to CMS and TOTAL corrosion probes 				
COMMENTS:				
Prepared by:	Name:	Date:	Sign:	
	V. Øverstad	16.03.97		
Verified by:	Name:	Date:	Sign:	
OSV:	H. Westgård	16.03.97		
Approved by:	Name:	Date:	Sign:	
OFM / PM:	J. Holtermann	16.03.97		

**FRIGG CCR TEAM (FCR)
METERING TECH (MT)**



POSITION DESCRIPTION

No :

JOB TITLE: METERING TECHNICIAN	TEAM.: CCR TEAM	SECONDARY TEAM:
MAIN FUNCTION TRADE RESPONSIBLE FOR: <p>Main Function 17 METERING & LAB</p>		
DEPUTY MAIN FUNCTION TRADE RESPONSIBLE FOR: 		
<p>OPERATIONAL TASKS: The following listed activities of operational tasks shall be considered as a guide line. Additional tasks shall be performed according to operational needs and requests.</p> <p>Local operation of equipment.</p> <ul style="list-style-type: none"> - Accomplish work according to operational needs or based on request from CCR and assist when required. - Operate KOS computer from local station and the instrumentation on the stations. - Collect metering data - Perform prover loop operation. <p>Trouble shooting, clearing of alarms, etc</p> <ul style="list-style-type: none"> - Trouble shooting and check according to operational needs or on request from CCR. <p>Hand over</p> <ul style="list-style-type: none"> - Findings and status/deviations shall be reported to CRIS/OPTIMIS . <p>Test running for function optimization</p> <ul style="list-style-type: none"> - Perform different activities related to test program. <p>Audits</p> <ul style="list-style-type: none"> - Participate in audits <p>Documented area check ("Skriverunder")</p> <ul style="list-style-type: none"> - According to program in CRIS. <p>Order and restore stock</p> <ul style="list-style-type: none"> - Restore local stock and handling of spares/tools. <p>Cleaning</p> <ul style="list-style-type: none"> - Area responsible for Metering areas. - Assist team members in other areas when required. <p>Function training of personnel (OJT)</p> <ul style="list-style-type: none"> - According to OJT program. - Own updating within the trade. <p>Operational first degree</p> <ul style="list-style-type: none"> - According to check list in CRIS. 		



POSITION DESCRIPTION

No :

JOB TITLE: METERING TECHNICIAN		TEAM: CCR TEAM		SECONDARY TEAM:	
<p>Interventions</p> <ul style="list-style-type: none"> - Prepare WP incl. Appendix - Prepare SJA according to need - Sign Work Permit to allow intervention on metering system - Mechanical isolation and labelling. - Work according to WP/MR or Complaint either as Job Leader or general resource person. - Follow up during work. - Pressure / leak test - Remove labeling and deisolate - Approve equipment ready for start up after intervention - Assist CCR with start up. <p>Reporting</p> <ul style="list-style-type: none"> - Findings and status/deviations shall be reported to CRIS/OPTIMIS - Information to OSV regarding process related matters (notice or verbal) - Daily metering report to CCR and OGA. - Daily report to Total Aberdeen and OGA. - Update Official log book (OD requirement, Fiscal). Sent weekly to section head onshore. - Monthly report density monitoring 					
COMMENTS:					
Prepared by:	Name:	Date:	Sign:		
	V. Øverstad	16.03.97			
Verified by:	Name:	Date:	Sign:		
OSV:	H. Westgård	16.03.97			
Approved by:	Name:	Date:	Sign:		
OFM / PM:	J. Holtermann	16.03.97			



JOB DESCRIPTION

No :

Job title: Senior Instrument Technicians	Dept.: TSD	Reports to: CSV	
Main purpose of job: <ul style="list-style-type: none">• Carry out predetermined campaign PM tasks.• Carry out and/or assist vendor in preplanned repairs.• Assist during modifications as required.• Ensure that his tasks are carried out in a safe and efficient manner.			
Major tasks: <ul style="list-style-type: none">• Campaign preventive maintenance work on all equipment related to the trade.• Reporting of works performed, findings and recommendation for spare parts.• The work covers all aspect of maintenance from routine preventive works planned repairs.• The Instrument Technician is expected to work independently.• Act as job leader.• Coordinate work with Main Function Trade Responsible (MFTR) in Operational Team.			
Competence Requirements: <p>Education:</p> <ul style="list-style-type: none">• 3 year at technical school or equivalent education.• Training and experience on equipment within his trade on the field.• Speak, read English language• Min. 5 years of relevant experience to the trade <p>Experience:</p>			
Prepared by	Name: A Andersen <i>M. OYBWAAD</i>	Date: 16 March, 1997	Sign: <i>[Signature]</i>
Department Manager	<i>[Signature]</i>	16.3.97	<i>[Signature]</i>
Business Area Manager / Vice President	<i>G. W. 875244</i>	16/3/97	<i>[Signature]</i>



JOB DESCRIPTION

No :

Job title: Mechanic Technician	Dept.: TSD	Reports to: CSV	
Main purpose of job: <ul style="list-style-type: none">• Carry out predetermined campaign PM tasks.• Carry out and/or assist vendor in preplanned repairs.• Assist during modifications as required.• Ensure that his tasks are carried out in a safe and efficient manner.			
Major tasks: <ul style="list-style-type: none">• Campaign preventive maintenance work on all equipment related to the trade.• Reporting of works performed, findings and recommendation for spare parts.• The work covers all aspect of maintenance from routine preventive works planned repairs.• The Mechanic is expected to work independently.• Act as job leader.• Coordinate work with Main Function Trade Responsible (MFTR) in Operational Team.			
Competence Requirements: <p>Education:</p> <ul style="list-style-type: none">• Trade certificate (Fagbrev)• Mechanical or equivalent background• Training and experience on equipment within his trade on the field.• Speak, read English language• Minimum 5 years of relevant experience to the trade <p>Experience:</p>			
Prepared by	Name: for <i>A Andersen</i> <i>H. DYBRAD</i>	Date: 16 March, 1997	Sign: <i>[Signature]</i>
Department Manager	<i>[Signature]</i>	16.3.97	<i>[Signature]</i>
Business Area Manager / Vice President	<i>G. W. SYSLA</i>	16/3/97	<i>[Signature]</i>