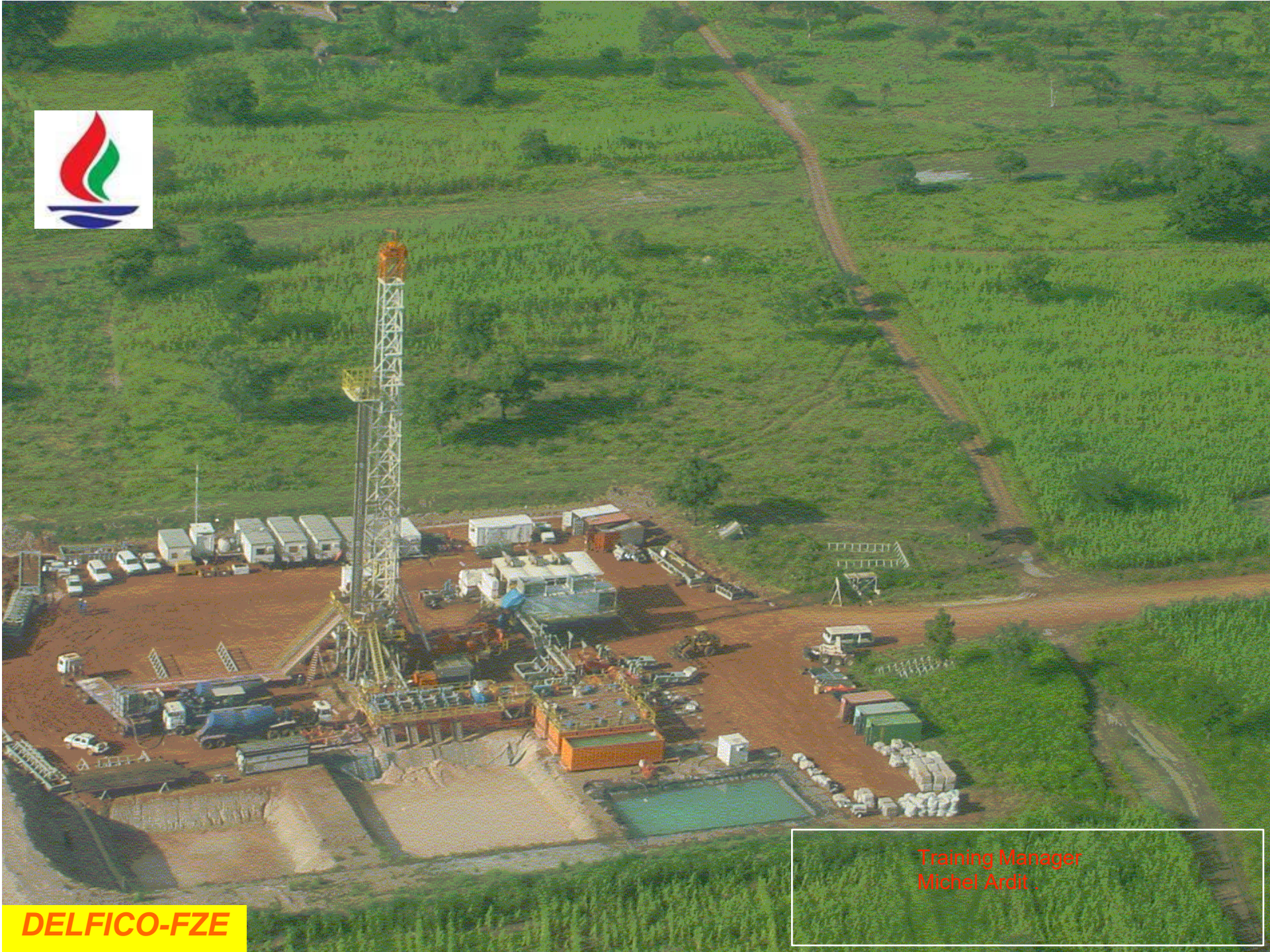




Training Manager
Michel Arditi

DELFIKO-FZE

ADGAS Drilling Operations Training Manual

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ADGAS Drilling Operations Training Manual

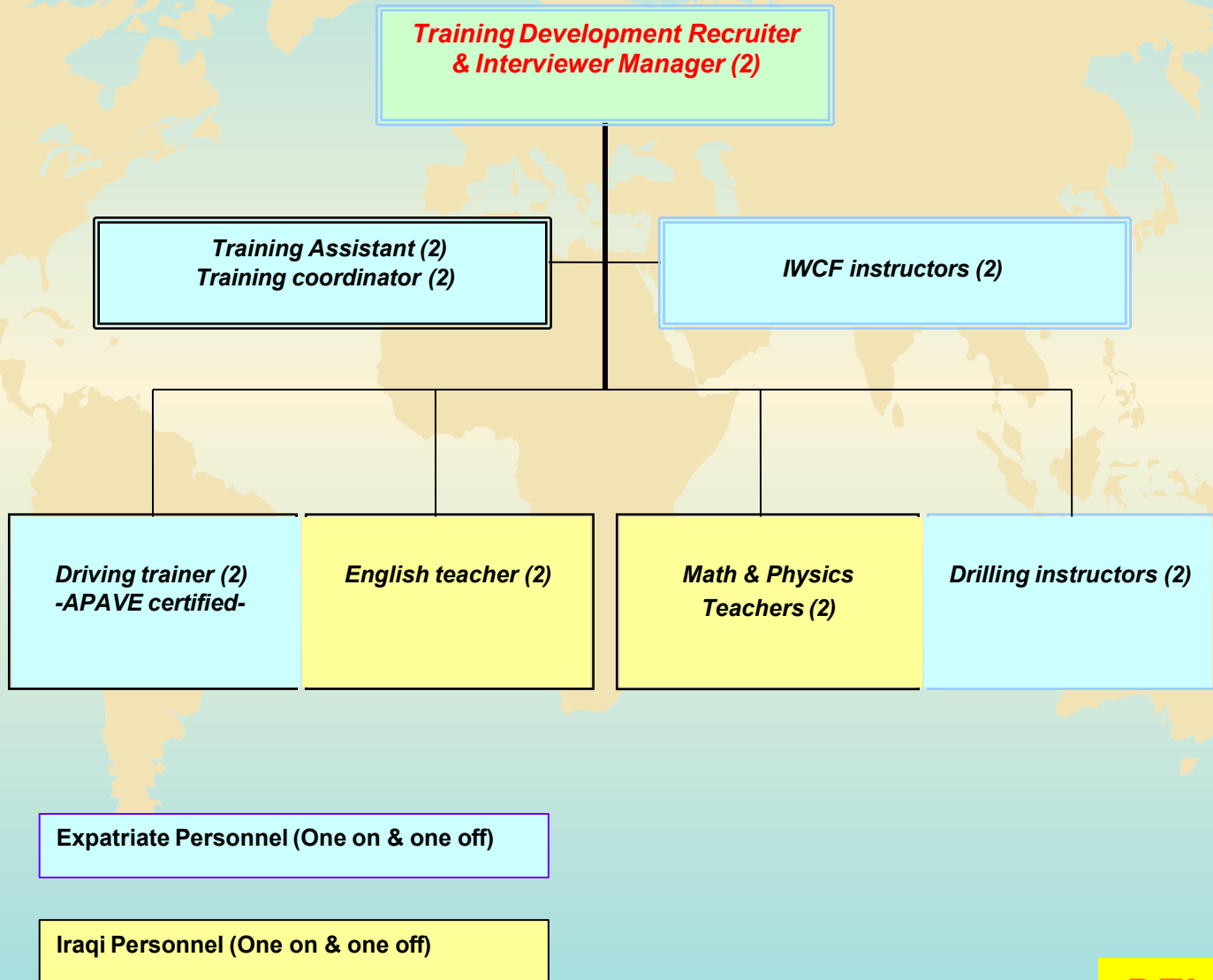
1 Introduction

1.1 Objective of the Iraq Training Manual.

- The objective of the Iraq Training Manual is to set up a general overview of the training program that will be given to the local personnel.
- The details of the subjects themselves will not be developed in this Manual.
- The purpose of the Delfico-Fze Iraq Training Manual is to support the development of a competent work force for the Iraq training Project and to promote personnel according to their competences.
- Hiring process **(Recruitment & interview)** will be directly done by the **Training & Development Manager** assisted by the Training Assistant & the Training coordinator.
- All Training courses will be under the Training & Development Manager responsibilities.
- Some courses as described here after will be directly done by the Training & Development Manager assisted by the training assistant & when needed by the Drilling or IWCF instructors.
- Drilling instructor under the Training & Development Manager supervision assisted by the training assistant will perform drilling courses.
- IWCF instructor under the Training & Development Manager supervision assisted by the training assistant will perform drilling courses.
- Drilling instructors will have to be APAVE certified.
- If any training planning modification occurs from the rig or the employee, the Training co-coordinator, HR and concerned First Line Supervisor will have to be notified between two to four weeks before the training started.

ADGAS Drilling Operations Training Manual

1.2 Organization Chart



ADGAS Drilling Operations Training Manual

2 Training Program components

- **2.1 Hiring local personnel**
- **2.1.1 Recruiting Test**
 - Attend by all local personnel to evaluate their general education level in order to make a first pre-selection. They will be tested on Mathematics, Physics, English, French **(If needed)** and Psycho-technique. The selected personnel will be called to the **Iraqi Training Center** to go ahead with the hiring procedure.
 - An induction meeting will be given first to all new projects workers. The induction meeting takes five full days, including the X-ray & medical visit at Tripoli hospital .
- **2.1.2 General Orientation**
 - **Day 1:**
 - X-ray & medical visit at Iraqi hospital .
 - **Day 2:**
 - Filling up Personal Data Form.
 - Catering and Badge procedure.
 - Explanations safety rules & Iraqi Training center / Muster Point.
 - Evaluation test. Mathematics, Physics, English, French, Psycho-technique.
- **2.1.3 HSE Orientation**
 - **Day 3:**
 - Accidents classification
 - Work Permit Procedure
 - Job Safety Analysis
 - Stop Method (Basic)
 - Handling
 - Hand Injury
 - Malaria prevention
 - PPE
 - Environment

ADGAS Drilling Operations Training Manual

3 Safety courses

• 3.1 Stop Method

- The Stop Method training will be given to all Iraqi's personnel involved in the drilling Operations. The training will be done in Iraqi's Training center by the Training Development Managers assisted by the training assistant. To be efficient, the number of workers is limited to 12 persons per session.
- The duration of the Stop Method training is 5 days, usually from Monday to Friday. However, for operational reasons the training dates can be modified, but should not be less than 5 days.
- To avoid any interference with drilling operations, the personnel will be selected to the Stop training only during their days off. If for any reasons, workers have to attend the STOP training during their working period, the Human Resource Manager and the concerned department must be informed at least one month before the training started.
- To avoid any misunderstanding with flight reservations, (If there are) or other the list of the concerned personnel will have to be send to the HR & Training co-coordinator at least two weeks before the training started.
- At the end of the session, the time sheet will be send to the Tripoli training Center . A report will be issued and sent to the Training Manager with copy to Base Manager, Operations Manager, HSE Manager & HR Manager.
- **Equipment required for the Stop Training:**
 - TV with video tape recorder
 - Video tape Stop
 - Booklets Stop(4 modules)
 - Four Stop Quiz.
 - White board with whiteboard marker

ADGAS Drilling Operations Training Manual

3.2 Work Permit

- Two days of Work Permit (PTW) courses will be given to all personnel involved in Iraqi's Drilling Operations in Iraqi's Training center by the Training & Development Managers assisted by the training assistant. At the end of each session a quiz is given to all participants to ensure that the Permit to Work System is well understood.
- **Equipment required performing the Permit to Work training courses:**
- TV with video tape recorder
- Permit to Work training Video tape.
- Permit to Work training Booklet.
- Permit to Work Quiz.
- White board with whiteboard marker

3.3 Quality Safety Management System

- Quality Safety Management training courses are given to all personnel involved in Iraqi's Drilling Operations. The training is done by the Training & Development Manager in Iraqi's Training Center during 8 days assisted by the training assistant.
- **Equipment required for QSMS training courses:**
- Computer and projector.
- TV with video tape recorder.
- Safety Video Tapes.
- Safety Booklets.
- Stop Method Quiz.
- White board with whiteboard marker
- SMS Test Quiz.

4. Drilling courses

- **4.1 Drilling courses Iraqi's Training Center**
- **4.1.1 Basic Drilling course**

ADGAS Drilling Operations Training Manual

TRAINING DRILLING PROGRAM

GENERAL & SHE ORIENTATION
Given to all personnel prior starting to work

Initiation course
Iraqi's training center

STOP Method
Iraqi's training center

Basic drilling course
Iraqi's training center

Permit to work
Iraqi's training center

Modular training course (Inter-active)
Iraqi's training center

Math & Physics courses
Iraqi's training center

QSM course
Iraqi's training center

Advanced drilling course level 1 & 2
Iraqi's training center

Derrickman course
Iraqi's training center

HSE course
Safety Advisors
Iraqi's training center

Preparation to IWCF
Trainee Assistant Drillers
Iraqi's training center

IWCF certification
Iraqi's training center
(If IADC certified)

4. Drilling courses

- The Drilling course will be given to all **Iraqi's** drilling personnel. The training will be done in **Iraqi's** training center by the Drilling instructors under Training Development Manager supervision assisted by the training assistant. Personnel will have to have a minimum of three month experience on a drilling or work-over rig before attending this course.
- To be efficient the number of workers will be limited to ten persons by session. It's strongly recommended to have personnel with the same level on each session. To do so, the personnel will be selected according to their recruiting test (Math and physics score been done before)
- The duration of the Basic Drilling Course will be on five days, usually from Monday to Friday. However, for operational or logistic reasons (weather conditions) the training days can be modified, but should not be less than five days.
- To avoid any interference with drilling operations, the selected personnel will attend this course while on days off. If for any reasons, workers have to attend the course during their working period, the training coordinator, Human Resource Manager, Supervisor in charge and the concerned rigs must be informed at least one month before the training started.
- At the final test, a minimum of 72% is required to attend the next level.

ADGAS Drilling Operations Training Manual

4.1.2 Modular Drilling courses (interactive)

- Modular Drilling courses will be given to all **Iraqi's** personnel after the Basic Drilling Course. This course, based on ten CD's will be done in **Iraqi's** training center, by the Drilling instructor under the Training & Development Manager supervision assisted by the training assistant.
- Normally, the duration of each module is one hour, however, according to the understanding of the candidate this period can be extended. At the end of each module the candidate will take a test. A minimum **of 72% is required** to attend the next module, if it is less, the module will be done again.
- This course is attended by the workers during their time off. For the average of the workers, these courses are completed within five days.

4.1.3 Advanced Drilling Course level 1

- To attend the ADC level 1, candidates will have to have completed the following courses:
- Math and Physics courses with an average of 75%
- Basic Drilling with a score of 72%.
- Modular Drilling Course
- This training will be performed in **Iraqi's** training center by the Drilling instructor under Training & Development Manager supervision assisted by the training assistant.
- The number of students will be limited to ten persons by session. The duration of the advanced drilling course is ten days, usually from Monday (week 1) to Wednesday (week 2). However, for operational or logistic reasons (weather conditions) training days can be modified, but will be not less than ten days.

ADGAS Drilling Operations Training Manual

4.1.3 Advanced Drilling Course level 1

- To avoid any interference with drilling operations, the selected personnel will attend this course while on days off. If for any reasons, workers have to attend the course during their working period, the training coordinator, Human Resource Manager, Supervisor in charge and the concerned rigs must be informed at least one month before the training started.
- At the final test, a minimum of 72% is required to attend the Advanced Drilling Course level 2

4.1.4 Advanced Drilling course level 2

- To attend the ADC level 2, the candidate will have to have completed the following courses:
- Basic Drilling with a score of 72%
- Modular Drilling Course
- Math and Physics courses with an average of 75%
- Advanced Drilling Course level 1 with a score of 72%
- This training will be performed in **Iraqi's** training center by the Drilling instructors under Training Development Manager supervision assisted by the training assistant.
- The number of students will be limited to ten persons by session. The duration of the advanced drilling course is ten days, usually from Monday (week 1) to Wednesday (week 2). However, for operational or logistic reasons (weather conditions) the training days can be modified, but will be not less than ten days
- To avoid any interference with drilling operations, the selected personnel will attend this course while on days off. If for any reasons, workers have to attend the course during their working period, the training coordinator, Human Resource Manager, Supervisor in charge and the concerned rigs must be informed at least one month before the training started.
- At the final test, a minimum of 72% is required to attend the Well Control course.

ADGAS Drilling Operations Training Manual

4.1.5 Well Control Course

- The selection of the personnel to attend the Well Control course will be done in conjunction with the Drilling Supervisors and Tool Pushers.
- Regarding the training side, a general score average of 72% is strongly recommended. This score average will include all the drilling courses math and physics.
- However, a candidate who will have a score average less than 72% but who demonstrate a very good aptitude at the rig site could be selected if recommended by the Tool Pusher. In that case, the score average should not be less than 65%.
- Only personnel who did the Derrick man course in **Iraqi's** training center could be selected to the Well Control course.
- The Well Control courses will be done in **Iraqi's** training center by the IWCF instructors & Training Development Manager if needed, assisted by the training assistant.
- The number of candidates will be upon the request from the Drilling Department, but should not be more than 10 students per session. The Well control course is divided on two parts, Equipment and Principle and Procedure. Usually, the duration of each session is fifteen days, but this timing could be modifies according to the level of the students.
- These two sessions will be done as close as possible in the Tripoli's training center where they will attempt the Well Control Certificate (IWCF).

ADGAS Drilling Operations Training Manual

4.2 Derrick Man Course.

- To attend this course, the candidate will have to have completed the following courses:
- Basic Drilling with a score of 72%
- Modular Drilling Course
- Math and Physics courses with an average of 75%
- Advanced Drilling Course level 1 with a score of 72%
- Advanced Drilling Course level 2 with a score of 72%
- The number of candidate will be upon the request from Drilling Department, but should not be more than 10 students per session. Usually, the duration of the course is three weeks, but it could be more, depending on the options which can be requested by **Iraqi's** training department.
- This training will be performed in Tripoli's training center by the Drilling instructors under Training Development Manager supervision assisted by the training assistant.

4.2.1 Well Control Certification

- Selected personnel will attempt the Well Control Certificate (IWCF) after the preparation course.
- The duration of the course , including the IWCF certification will be 5 days, from Monday to Friday.
- The certification can be done in **Iraqi's** training center, but to do so the Training center will need the accreditation and therefore recognized IADC

ADGAS Drilling Operations Training Manual

4.2.2 Working at height

- This training is part of the Derrick Man training course and is performed by a third company. A certificate will be delivered at the end of the course.

5. Mathematics courses

- Two teachers will be in charge of these courses. (These two individuals will have to be math & physics Teacher)
- These courses will be performed in **Iraqi's** Training Center and will be opened to all personnel.
- The courses will be divided into eight modules, the time spent on each module vary between four to eight hours, depending on the volume of the module. A test will be done at the end of each module.
- When the eight volumes are completed, the personnel will take a general test. To be satisfactory, a minimum of 75% is required.
- Mathematics courses are mandatory to attend the Advanced Drilling course level 1, so, it's strongly recommended to start these courses since the first operation's day.

ADGAS Drilling Operations Training Manual

5. Mathematics courses

Contents of modules:

- Module 1 : Power / Square root
- Module 2 : Fractions
- Module 3 : Decimal fractions
- Module 4 : Percentage
- Module 5 : Ratio and proportionality / Rule of three
- Module 6 : Mapping of a formula / Reading a graph
- Module 7 : Geometry formulas for area and volumes
- Module 8 : Conversion factors US – SI units

ADGAS Drilling Operations Training Manual

6. Physics courses

- Two teachers will be in charge of these courses. **(These two individuals will have to be math & physics teacher)**
- These courses will be performed **in the Iraqi's Training Center** also opened to all personnel.
- The courses are divided into eight modules, the time spent on each module vary between six to ten hours, depending on the volume of the module. A test will be done at the end of each module.
- When the eight volumes are completed, the personnel will take a general test.
- To be satisfactory, a minimum of 75% is required.
- Personnel followed the courses after their working hours, usually two hours a day. Physics courses are mandatory to attend the Advanced Drilling course level 1, so, it's strongly recommended to start these courses since the first day on operation.

ADGAS Drilling Operations Training Manual

6. Physics courses

Contents of modules:

- Module 1: Force and composition of force
- Module 2: Work of a force / Torque
- Module 3: Power
- Module 4: Transmission of the power / Output
- Module 5: Pressure exerted by the solids
- Module 6: Pressure exerted by the fluids
- Module 7: Hydraulic
- Module 8: Strength of materials / Chemistry / Electricity

ADGAS Drilling Operations Training Manual

7. English courses. (When needed)

- Two teachers will be in charge of these courses. These courses will be performed **in Iraqi's Training Center** and will be open to all personnel. The courses are divided into three levels, there is not specific time required for each level. The student will pass from one level to another one when his test result is satisfactory.
- Personnel will follow the courses in **Iraqi's Training Center** during 5 days. English courses are not mandatory, but strongly recommended.
- Personnel who completed the level three could be selected to further intensive course same **in Iraqi's Training Center**. The objective of such courses is to work on a specific subject (Drilling, maintenance, secretarial work, etc...) the courses will be given by our English teachers. *
- Specific English courses for First line Supervisors could be organize abroad as in England at the Bournemouth International Language College. This school is now relocated in Spain.
- An other school in England, the Europe School of English, located at Bournemouth can also be contacted.
- **Contents of levels:**
- **Level one: Chapter 1**
 - Greetings
 - The English alphabet
 - Meeting people / Basic dialogue
 - Numbers
 - Telling time
 - Cars and trucks
 - Tools and safety

7. English courses. (When needed)

- **Chapter 2**
 - At the garage / in the workshop
 - At the rig
 - The supervisor and the employee
 - A friendly meeting during the vacation
 - Daily routine
- **Grammar**
 - Tenses
 - Verb “to be”
 - Verb “to have”
- **Level two: Chapter 1. Dialogues**
 - A new room mate in the drilling camp
 - Talking about the room mate
 - Asking the way
 - A nice quiet evening
 - A friend
- **Chapter 2 Grammar**
 - Demonstrative pronouns and adjectives
 - Personal pronouns and adjectives
 - Simple present tense
 - Present continuous tense
 - Statement and questions with: Who, what, Where and when.

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7. English courses. (When needed)

- **Level three: Chapter 1. Dialogues**

- Toothache
- A charming dentist
- A lift to town
- At the petrol station
- News of friends

- **Chapter 2 Grammar**

- The article
- Past tense and irregular verb
- Adverbs
- Modals verbs
- Conditional sentences

ADGAS Drilling Operations Training Manual

8. Maintenance courses

- **8.1 Mechanics**
- **8.1.1 Basic course**
 - The basic courses will be given to all new mechanics **in Iraqi's Training Center**. These courses are only theoretical. The main objective of these courses is to give to the new employees a refreshing on the basics
 - knowledge of mechanics and a general overview on the engines and tools they will have to work with on drilling
 - The basic course is divided on three chapters, after each chapter an evaluation test is done. These tests will be the reference given to the third company which will be in charge of the next trainings in **Iraq** or abroad.
- **8.1.2 Level 1**
 - The course level 1 is given to all new maintenance personnel. This course will be done in **Iraq** or abroad by a third company . The course is divided into two parts, theoretical and practical. A practical and theoretical evaluation will be done at the end of the course. The result of the test will be taken in consideration for the participation to the advanced course.
 - The duration of the course level 1 is ten days (two weeks), usually from Monday to Friday. Any change on the planning, will have to be notified at least two weeks before the training started.
 - At the end of the training, the third party who performed this course will have to send to the training department the following documents:
 - The time sheet of the personnel
 - A report of the whole training
 - The results and copies of all tests
 - A certificate for each student.
 - To avoid any interference with drilling operations, the selected personnel will attend this course while on days off. If for any reasons, workers have to attend the course during their working period, the **Human Resource Manager, the Supervisor in charge and the concerned rigs** must be informed at least one month before the training started.

8. Maintenance courses

- The selection of the personnel to attend the advanced course will be done in conjunction with the Maintenance Supervisors. The results of the test level 1 and the comments of the Supervisors will be taken in consideration in order to select the candidate.
- **8.1.3 Advanced**
- Only the selected personnel will attend this course. This course is done in **Iraq** or abroad by a third company. The courses are divided into two parts, theoretical and practical. A practical and theoretical evaluation is done at the end of the course.
- The duration of the course advanced is ten days (two weeks), usually from Monday to Friday. Any change on the planning, will have to be notified at least two weeks before the training started.
- At the end of the training, the involved third party will have to send to the training department the following documents:
 - The time sheet of the personnel
 - A report of the whole training
 - The results and copies of all tests
 - A certificate for each student.
- To avoid any interference with drilling operations, the selected personnel will be attending this course while on days off. If for any reasons, workers have to attend the course during their working period, the Human Resource Manager, the Supervisor in charge and the concerned rigs will have to be informed at least one month before the training started.
- **8.2 Electricity**
- **8.2.1 Basic course**
- The basic course is given to all new electricians at the **Iraqi's Training Center**. This course is only theoretical. The main objective of the course is to give to the new employees a refreshing on the basics knowledge of electricity and a general overview on the engines and tools they will have to work with on drilling.
- The basic course is divided on three chapters, after each chapter an evaluation test is done. These tests will be the reference given to the third company which will be in charge of the next trainings in Tripoli.

8. Maintenance courses

- **8.2.2 Level 1**
- The level 1 course is given to all new electricians. This course will be done in **Iraq** by a third company, or abroad. The course is divided on two parts, theoretical and practical. A practical and theoretical evaluation is done at the end of the course. The result of the test will be taken in consideration for the participation to the advanced course.
- The duration of the course level 1 is ten days (two weeks), usually from Monday to Friday. For any change on the planning, the school will have to be notified at least two weeks before the training started.
- At the end of the training, the involved school will have to send to the training department the following documents:
 - The time sheet of the personnel
 - A report of the whole training
 - The results and copies of all tests
 - A certificate for each student.
- To avoid any interference with drilling operations, the selected personnel will attend this course while on days off. If for any reasons, workers have to attend the course during their working period, the **Human Resource Manager, the Supervisor in charge and the concerned rigs will have to** be informed at least one month before the training started.
- The selection of the personnel to attend the advanced course will be done in conjunction with the electrical Supervisors. The results of the test level 1 and the comments of the Supervisors will be taken in consideration in order to select the candidate.

8. Maintenance courses

- **8.2.3 Advanced**
- Only the selected personnel will attend this course. This course will be done in **Iraq** by a third company, or abroad. The course is divided into two parts, theoretical and practical. A practical and theoretical evaluation is done at the end of the course.
- The duration of the course advanced is ten days (two weeks), usually from Monday to Friday. For any change on the planning, the school will have to be notified at least two weeks before the training started.
- At the end of the training, the involved school will have to send to the training department the following documents:
 - The time sheet of the personnel
 - A report of the whole training
 - The results and copies of all tests
 - A certificate for each student.
- To avoid any interference with drilling operations, the selected personnel will attend this course while on days off. If for any reasons, workers have to attend the course during their working period, the training coordinator, Human Resource Manager, Supervisor in charge and the concerned rigs must be informed at least one month before the training started.

ADGAS Drilling Operations Training Manual

8. Maintenance courses

• 8.3 HVAC

- This course will be done in **Iraq** or abroad by a third company.
- The personnel who will attend the HVAC course should have been completed the electrician courses basic and level 1. The personnel will be sent to this course on request from the electrician Supervisor.
- The course is divided into two parts, theoretical and practical. A practical and theoretical evaluation is done at the end of the course.
- The duration of the HVAC course is twenty days (four weeks), usually from Monday to Friday. Two weeks are dedicated to the basic level, and two weeks to the advanced course. For any change on the planning, the school should be notified at least two weeks before the training started.
- At the end of each level, the school in charge will have to send to the training department the following documents:
 - The time sheet of the personnel
 - A report of the whole training
 - The results and copies of all tests
 - A certificate for each student.
 - .
- To avoid any interference with drilling operations, the selected personnel will attend this course while on days off. If for any reasons, workers have to attend the course during their working period, the Human
- Resource Manager, the Supervisor in charge and the concerned rigs must be informed at least one month before the training started.

8. Maintenance courses

- **8.4 Welding**
- The welding courses will be given to the welders involved in **Iraq** Drilling operations. This training will be done in Tripoli base by our welding Supervisors or by a third party. Usually, the personnel attend training while on days off.
-
- The duration of the training is 150 hours, divided on theoretical courses and practical exercises. These courses are divided in 3 phases as follow.
- Phase 1: Basic principles and safety in welding
- Phase 2: Practice in workshop
- Phase 3: Choice, differences and classification of electrodes
- A certificate is given to the worker at the end of the training.

9. Driving courses

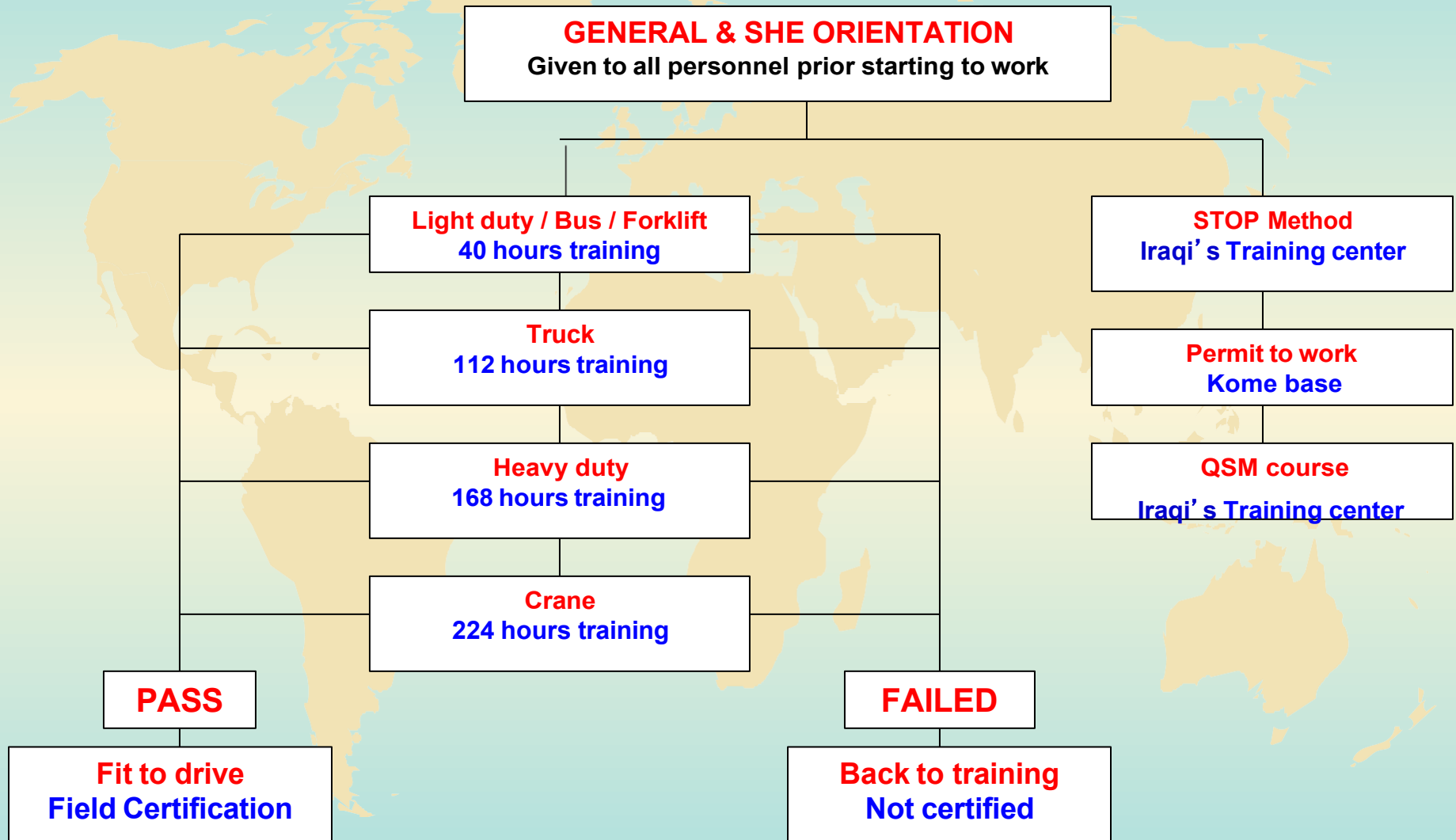
- To attend the driving courses, the candidate have to have his national driving license. The candidate will be trained only according to the category of vehicle mentioned on his national driving license.
- Example: A candidate who will have on his national driving license the category A and B only, cannot be trained on vehicle from category C.

9.1 Pick up (Light Duty)

- The driving training course will be given on site during the working hours or in **Iraq** depending of several parameters that could occurs . Personnel on training will be move to training department for the whole period of training. Priority will be given to personnel from fleet department.
- However, personnel from others departments who would like to attend this course should write a request to the direct supervisor, and the request should be signed by the HR / Socio-Economic Manager. The selected personnel will be added on the waiting list until a seat is available on a training course.
- The duration of the training is **40 hours**, including theoretical and practical courses. A test will be done at the end of the course. If satisfactory, a certificate will be delivered to the candidate. Every year, the driver will be re evaluated on a mandatory refresher course. If the refresher test is unsatisfactory, the candidate will go back to training.

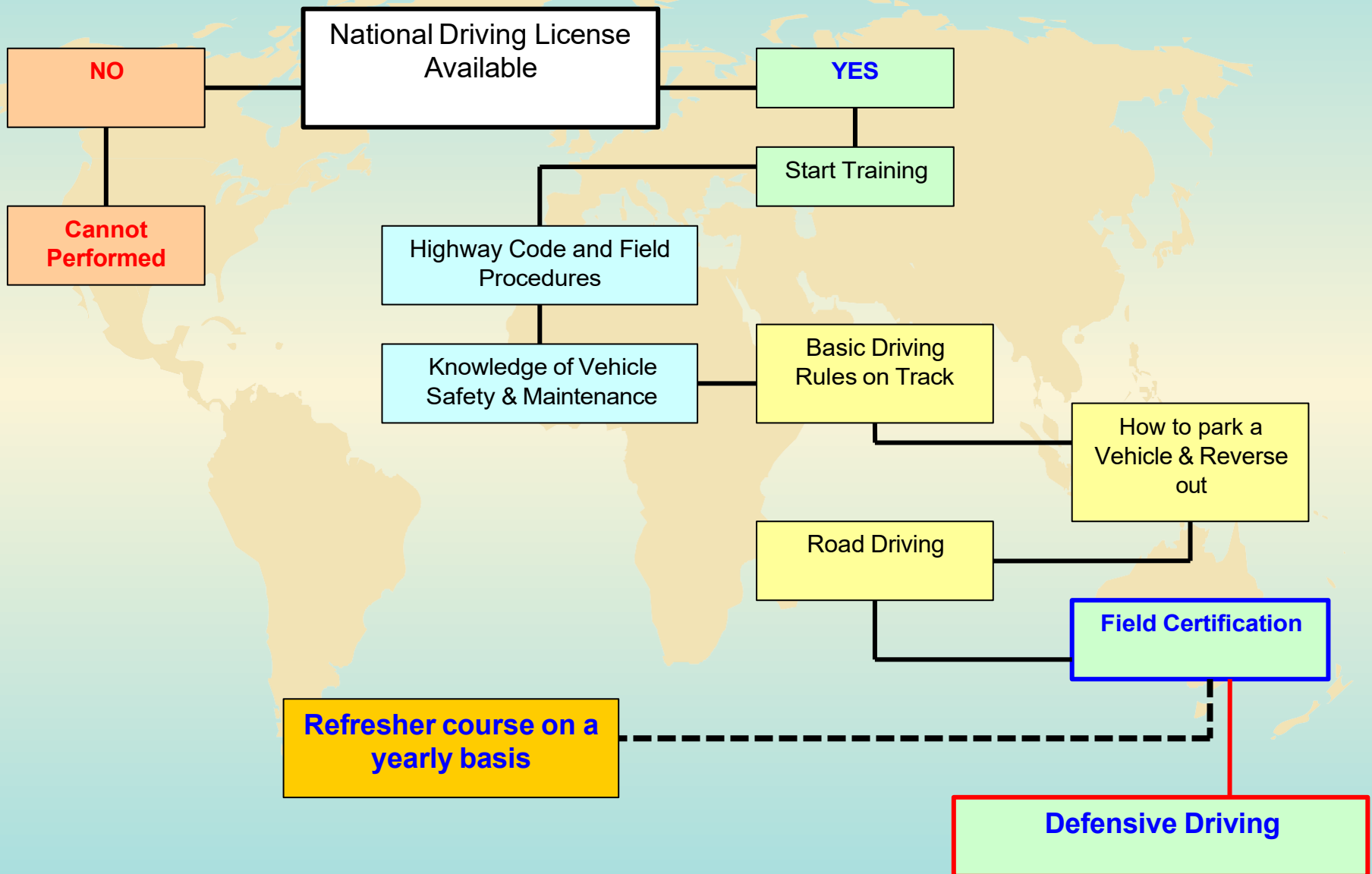
ADGAS Drilling Operations Training Manual

TRAINING DRIVING PROGRAM



ADGAS Drilling Operations Training Manual

Light Duty & Bus Training Program



9. Driving courses

- **9.2 Bus**
- The driving training course will be given on site during the working hours or in **Iraq** depending of several parameters that could occurs . Personnel on training will be move to training department for the whole period of training. Priority will be given to personnel from fleet department.
- To attend the bus driving training, the candidate must be already certified on light duty.
- However, personnel from other departments who would like to attend this course should write a request to the direct supervisor, and the request should be signed by the HR/ Socio-Economic Manager. The selected personnel will be added on the waiting list until a seat is available on a training course.
- The duration of the training is **40 hours**, including theoretical and practical courses. A test will be done at the end of the course. If satisfactory, a certificate will be delivered to the candidate. Every year, the driver will be re evaluated on a mandatory refresher course. If the refresher test is unsatisfactory, the candidate will go back to training.

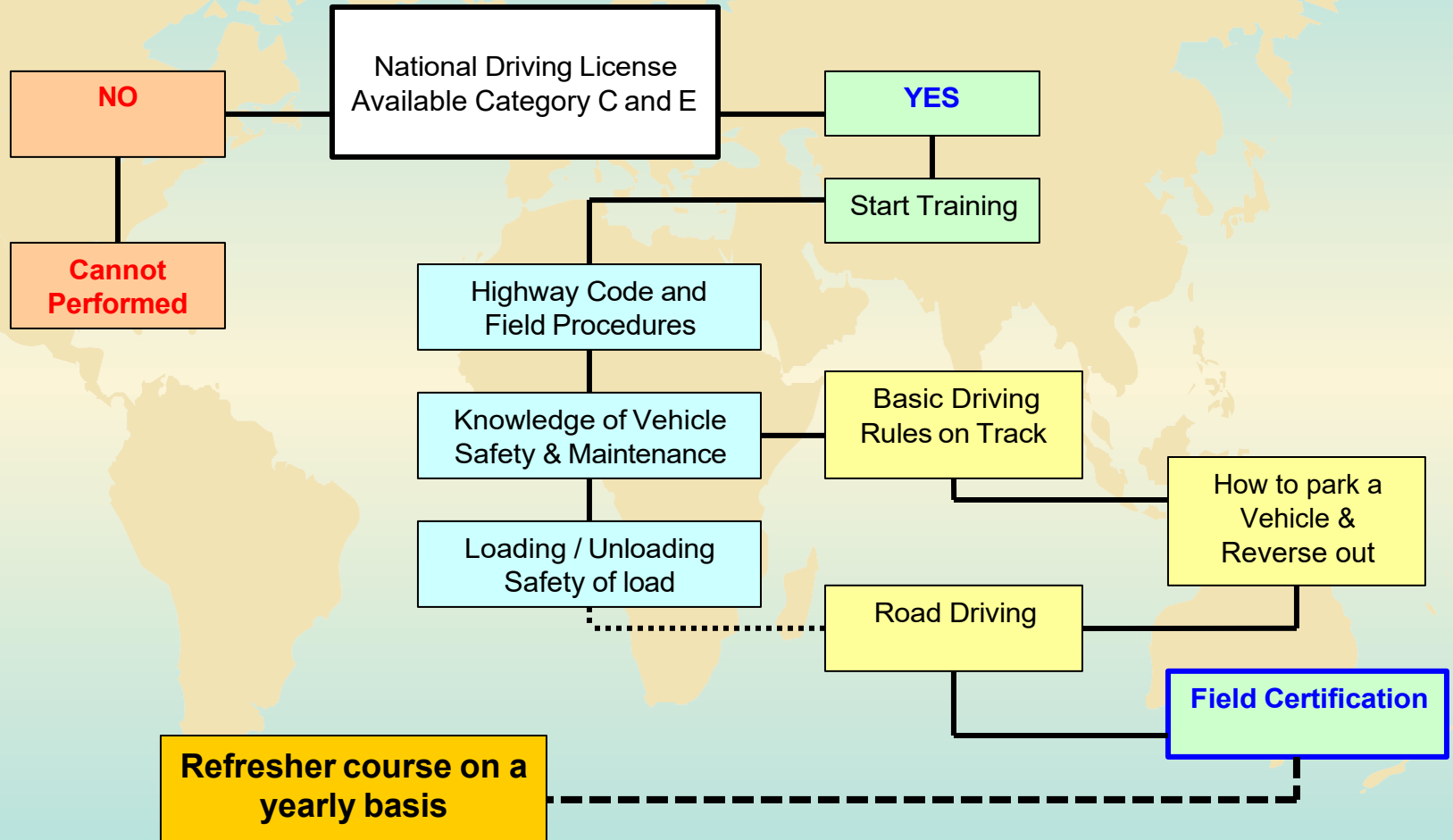
9. Driving courses

- **9.3 Truck**

- The driving training course will be given on site during the working hours or in **Iraq** depending of several parameters that could occurs . Personnel on training will be move to training department for the whole period of training. Priority will be given to personnel from fleet department.
- However, personnel from other departments who would like to attend this course should write a request to the direct supervisor, and the request should be signed by the HR/ Socio-Economic Manager. The selected personnel will be added on the waiting list until a seat is available on a training course.
- The duration of the training is **112 hours**, including theoretical and practical courses. A test will be done at the end of the course. If satisfactory, a certificate will be delivered to the candidate. Every year, the driver will be re evaluated on a mandatory refresher course. If the refresher test is unsatisfactory, the candidate will go back to training.

ADGAS Drilling Operations Training Manual

Truck & Heavy Duty Training Program



ADGAS Drilling Operations Training Manual

9. Driving courses

• 9.4 Heavy Duty Truck

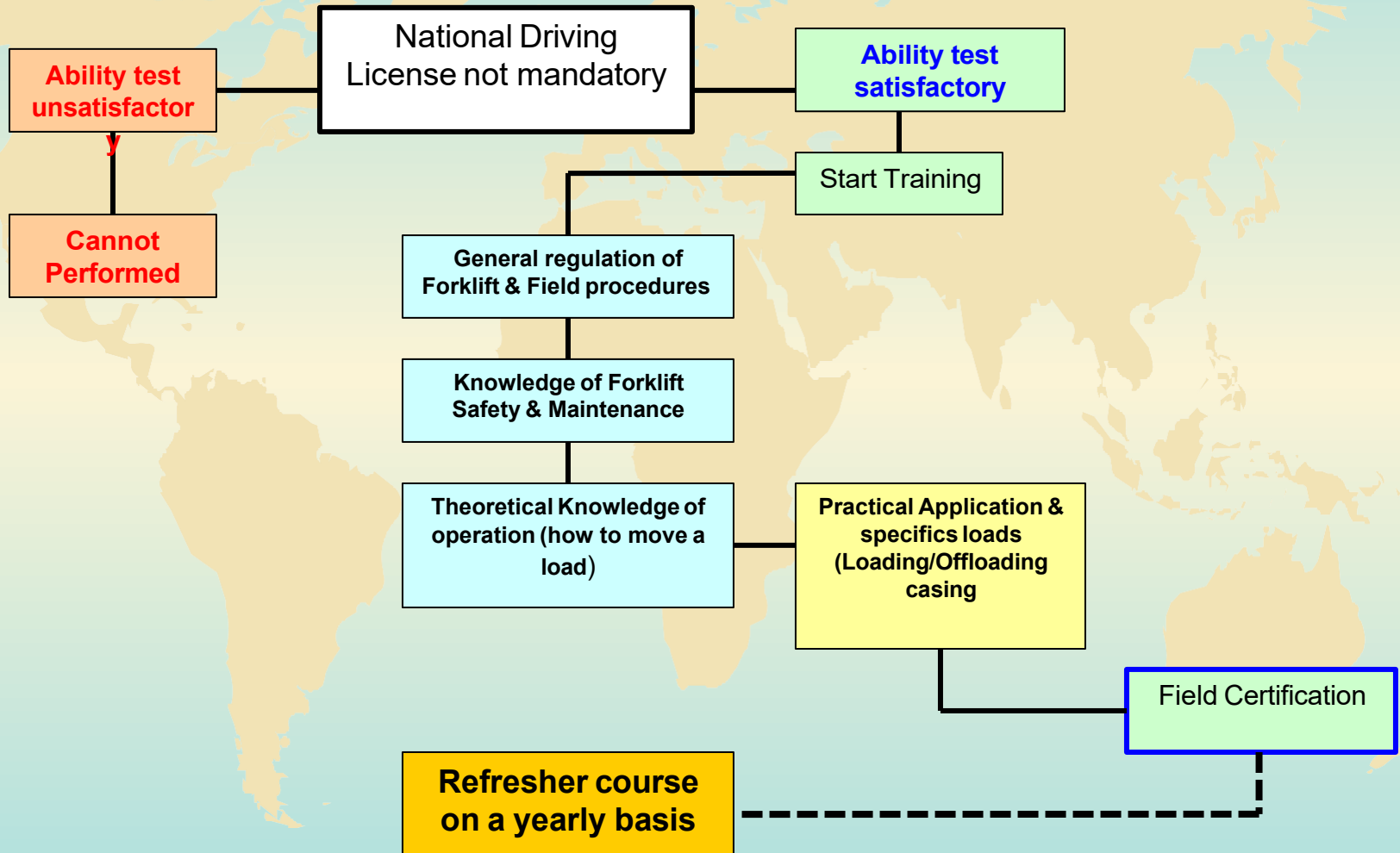
- The driving training course will be given on site during the working hours or in **Iraq** depending of several parameters that could occurs . Personnel on training will be move to training department for the whole period of training. Priority will be given to personnel from fleet department.
- However, personnel from others departments who would like to attend this course should write a request to the direct supervisor, and the request should be signed by the HR Socio-Economic Manager. The selected personnel will be added on the waiting list until a seat is available on a training course.
- The duration of the training is **168 hours**, including theoretical and practical courses. A test will be done at the end of the course. If satisfactory, a certificate will be delivered to the candidate. Every year, the driver will be re evaluated on a mandatory refresher course. If the refresher test is unsatisfactory, the candidate will go back to training.

• 9.5 Forklift

- The driving training course will be given on site during the working hours or in **Iraq** depending of several parameters that could occurs . Personnel on training will be move to training department for the whole period of training. Priority will be given to personnel from fleet department.
- However, personnel from other departments who would like to attend this course should write a request to the direct supervisor, then the request should be signed off by the HR/ Socio-Economic Manager. The selected personnel will be added on the waiting list until a seat is available on a training course.
- The duration of the training is **40 hours**, including theoretical and practical courses. A test will be done at the end of the course. If satisfactory, a certificate **according to the category of forklift** will be delivered to the candidate, a driver cannot operate a forklift where the category is not specified on his certificate. Every year, the driver will be re evaluated on a mandatory refresher course. If the refresher test is unsatisfactory, the candidate will go back to training.

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Forklift Training Program



9. Driving courses

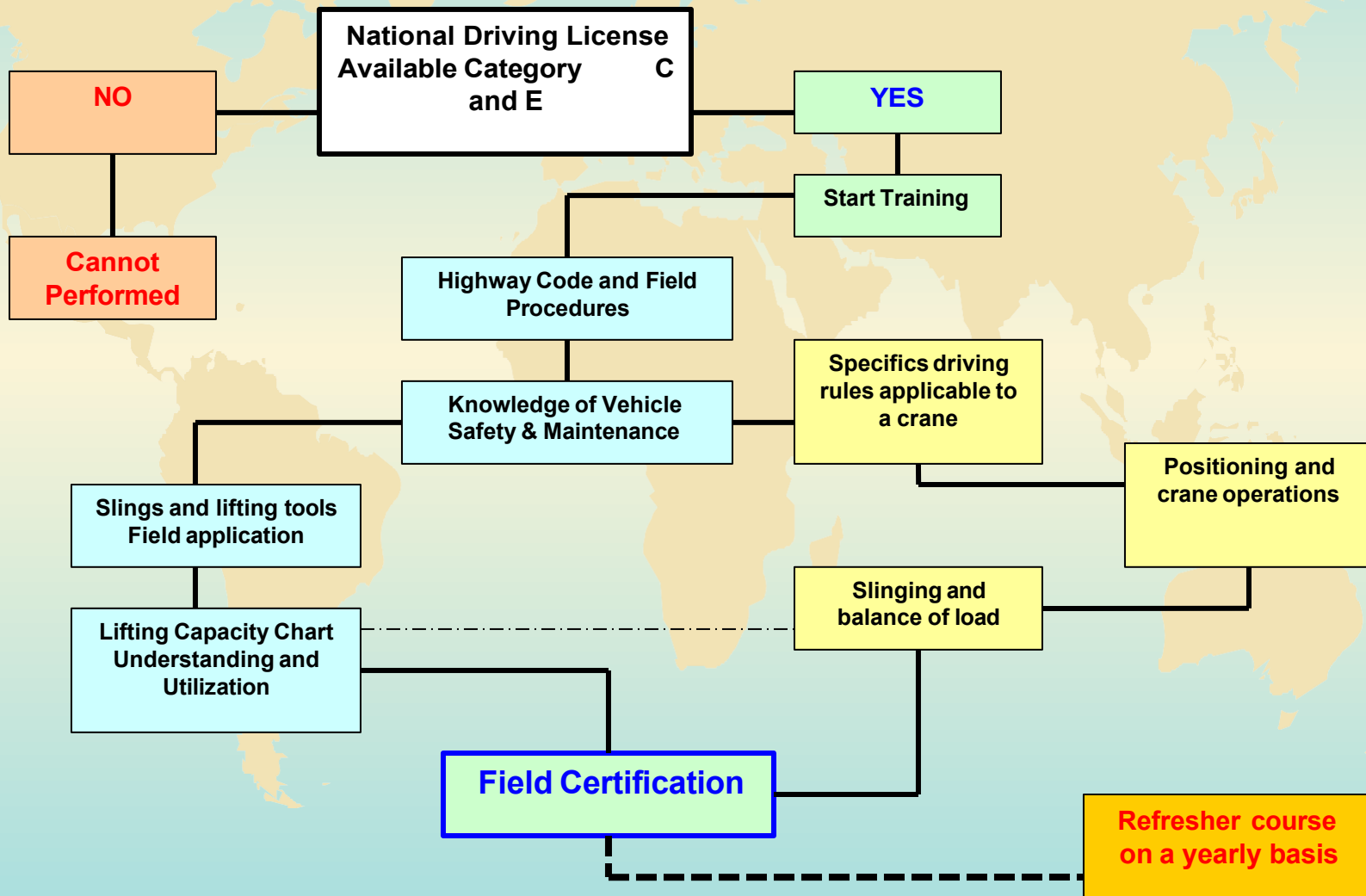
• 9.6 Crane

- The driving training course will be given on site during the working hours or in **Iraq** depending of several parameters that could occurs . Personnel on training will be move to training department for the whole period of training. Priority will be given to personnel from fleet department.
- To attend the crane driving training, the candidate must be already certified on truck.
- However, personnel from other departments who would like to attend this course could write a request to the direct supervisor, and the request should be signed by the HR/ Socio-Economic Manager. The selected personnel will be added on the waiting list until a seat is available on a training course.
- The duration of the training is **224 hours**, including theoretical and practical courses. A test will be done at the end of the course. If satisfactory, a certificate will be delivered to the candidate. Every year, the driver will be re evaluated on a mandatory refresher course. If the refresher test is unsatisfactory, the candidate will go back to training.

• 9.7 Refresher course

- A refresher course is mandatory to all personnel driving a vehicle on **Iraqi' s** Drilling Operations. The first refresher course will take place one year after the certification, and then on a yearly basis.
- Usually, the duration of the refresher course is one hours. However, this time can be extended according to the evaluation of the trainer, but cannot be more than four hours.
- An evaluation unsatisfactory will automatically cancel the concerned driving certificate. In that case, the driver will go back to training to attend a new course.

Crane Training Program



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10. Environment courses

- This course is given to the personnel from the environment department. The course will be given in **Iraq** Training Center or abroad by a third company . The duration of the training is five days, usually from Monday to Friday.
- To avoid any interference with the operations, the selected personnel will attend this course while on days off. If for any reasons, workers have to attend the course during their working period.
- The Human Resource Manager and the supervisor in charge will have to be informed at least one month before the training started.
- At the end of the training, the school will have to send to the training department the following documents:
 - The time sheet of the personnel
 - A report of the whole training
 - The results and copies of all tests
 - A certificate for each student.
- For any change on the planning, the HR & Training co-coordinator will have to be notified at least two weeks before the training started.

ADGAS Drilling Operations Training Manual

11. Administration courses

• 11.1 Computer

- This course will be done in **Iraq** by a third company.
- The computer courses are mainly dedicated to the personnel from the administration or personnel directly concerned by an administrative job as rig secretary.
- However, personnel from other departments who would like to attend this course should write a request to the direct supervisor, and the request should be signed by the HR/ Socio-Economic Manager. The selected personnel will be added on the waiting list until a seat is available on a training course.
- The duration of the course is one week, usually from Monday to Friday. The options available are:
 - Word
 - Excel
 - Access
 - Power point
- At the end of the training, the school will have to send to the training department the following documents:
 - The time sheet of the personnel
 - A report of the whole training
 - The results and copies of all tests
 - A certificate for each student.
- For any change on the planning, the HR & Training co-coordinator will have to be notified at least two weeks before the training started.

ADGAS Drilling Operations Training Manual

11.2 Human Resources Management

- This course will be done in **Iraq** or abroad by a third company (HEC School)
- The HRM course is mainly dedicated to the personnel from the Human Resources department. However, on special request approved by the Socio Economic other personnel could attend this course.
- The duration of the training is two weeks, usually from Monday to Friday. The personnel will attend the course while on days off.
- At the end of the training, HEC School will have to send to the training department the following documents:
 - The time sheet of the personnel
 - A report of the whole training
 - The results and copies of all tests
 - A certificate for each student.
- For any change on the planning, the HR & Training co-coordinator will have to be notified at least two weeks before the training started.

ADGAS Drilling Operations Training Manual

11.3 Industrial Strife Management

- This course will be done in **Iraq** or abroad by a third company (HEC School)
- The ISM course is mainly dedicated to the personnel from the Human Resources department and Supervisors. However, on special request approved by the HR/ Socio Economic others personnel could attend this course.
- The duration of the training is one week, usually from Monday to Friday. The personnel will attend the course while on days off.
- At the end of the training, HEC School will have to send to the training department the following documents:
 - The time sheet of the personnel
 - A report of the whole training
 - The results and copies of all tests
 - A certificate for each student.
- For any change on the planning, the HR & Training co-coordinator will have to be notified at least two weeks before the training started.

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12. Social courses

- **12.1 Budgetary Control Course (Monthly Income)**
- The main objective of this course is to give to the **Iraqi's** personnel the basic rules of the control of their salary. The BCC is open to all personnel.
- The courses will be given in **Iraqi's** training center. Personnel will be attending the course during their working period, or their time off. The duration of the training is two hours, at the end of the course a Budgetary Control Guide is given to the participants.
- A choice of a serious Iraqi bank will be strongly recommended but not mandatory.
- The courses will be given by the Training Assistant, assisted by the Training & Development Manager.

12.2 Motorcycle training

- This training has been initiated by the HR department due to the large number of employees who are involved on road accident caused by motorcycles.
- The main objective of this training is to give to the Employees the safety rules on how to drive a motorcycle. This course is open to all employees who have is national driving license category A.
- The motorcycle training will be given **Iraqi' s** Training Center. Personnel will be attending the course during their working period, & time off. The duration of the training is two hours.
- As this training is a social issue only, the training department will not deliver a driving certificate.

13. CONCLUSION

The training is the guarantor from all individuals working on drilling Rigs of the follow-up and application of all operational methods and procedures.

It assures the responsibility to all workers the respect of the hygiene the Safety and environment rules as well on their work site that at home.

**Don't we say that it's better
to be safe than sorry !**



Done by Michel Arditi
Training Manager.

DELFIQO-FZE 5th / 11 February 2012