

Competency Program Guideline

The purpose of this guide is to set out a procedure in which to follow in assessing competency of Goliath Snubbing employees. Through following this guide, management can easily determine if an employee is ready to advance to the next level and paygrade.

The competency is broken down into a 3 sections : The knowledge quizzes, the in-field observation assessment, and the interview assessment,

Each level will need to complete each of the 3 sections to receive completion of the desired competency level.

There are 7 levels,

- 1) Core
- 2) Assistant Operator
- 3) Operator 1
- 4) Operator 2
- 5) Operator 3
- 6) Supervisor 1
- 7) Supervisor 2

Each level is non-cumulative on paper, but cumulative in practice – Only new knowledge is tested and assessed but is based off a foundation of solid understanding of the previous levels.

Section 1 – Knowledge Quiz

Step 1

- Identify employee that shows initiative to learn as well as an aptitude for snubbing. Ensure the employee meets all the pre-assess requirements as set out on the *Competency Certification Report*

Step 2

- Send the employee the *Knowledge Questions* for the applicable level
- These *Knowledge Questions* are take home quizzes that are fairly comprehensive in the knowledge that each particular level should possess.
- There is no required time to finish each quiz, and an employee can work on them throughout an extended period as their knowledge grows

Note

- Please answer the *Knowledge Questions* on a separate sheet

Section 3 – In Field Observation

Step 1

- Upon completion of the knowledge quizzes, the employee is now evaluated in the field using the *In Field Assessment*, the summary of the assessment is the *In Field Sign off* on the *Certification Report*. The *In Field Assessment* is a handy in-field guide used by the supervisors; with input from the crew and other services on site, to assist the Assessor(s) to document the capabilities of the employee and will clearly show where the employee needs to improve before he is ready for an interview.

Section 2 - Interview

Step 1

- Once employee has completed the *Knowledge Questions*, been assessed in field, has received his supervisors *In Field Sign-Off*, and feels prepared, an interview is set with one or more of the Assessors, the supervisor, and safety.
- The interview is a simple and formal Q & A where the Assessor(s) can ask the employee any amount of questions they see fit from the quiz, or any additional questions that may assess local situations, and judge according to their oral answers.
- Questions can range from legislation, regulations, industry recommended practices, and company-specific procedures or practices to downhole and snubforce calculations. Since these external standards can change over time, the most current versions should be used to assess candidate answers – the answers in these document may have become dated. Also, keep track of any unique questions you ask so they can be added to the Essential Knowledge questions in the future.

Step 2

- If the candidate employee has correctly answered all the *Knowledge Questions*, received a completed *In Field Sign-Off*, and is competent during the *interview*; then the employee has successfully achieved the next level of competency